



**REQUEST FOR PROPOSAL
No. P2020-000619-JK**

Janitorial Services

PROPOSAL DUE DATES AND TIMES

PHASE 1- FEBRUARY 21, 2020 (2:00 PM, PT)

PHASE 2- MARCH 27, 2020 (2:00 PM, PT)

SUBMITTAL LOCATION

Oregon State University
Procurement, Contracts and Materials Management
644 SW 13th Avenue
Corvallis, Oregon 97333

OSU Procurement, Contracts and Materials Management Offices are open Monday through Friday 8:00 am-12:00 noon and 1:00 pm-5:00 pm.
Offices are closed during the 12:00 noon-1:00 pm lunch hour.

ELECTRONIC SUBMITTAL ADDRESS

bids@oregonstate.edu

1.0 INTRODUCTION AND BACKGROUND

1.01 INTRODUCTION

Procurement, Contracts and Materials Management is seeking Responsive Responsible Proposers to submit Proposals for janitorial services for OSU facilities, athletics and student health services. The Request for Proposal (RFP) process will be broken into two (2) phases- phase one (1) will be a qualifications phase in that Proposers will submit their proof of qualifications and those who can demonstrate the ability implement and manage a contract of this size will be moved onto phase two (2) and will be asked to provide a full Proposal response addressing Statement of Work, preferred Qualifications and price. Those Proposers who cannot meet the qualifications in phase one (1) will not move onto phase two (2). NOTE: read the instructions for each phase carefully and make sure to follow all instructions.

1.02 BACKGROUND

OSU currently works with one main Contractor and several Qualified Rehabilitation Facilities (QRF) for various janitorial services across the Corvallis campus. Total estimated square footage being cleaned by current Contractor is over four and a half (4.5) million square feet. While there are many buildings across the Corvallis campus, and at other OSU campuses and locations across the State of Oregon, not all buildings or campuses are covered under the work being performed by the current Contractor at the Corvallis location. The buildings being cleaned are managed by three OSU departments: Facilities, Athletics, and Student Health Services. These departments are the major Stakeholders and the day to day administrators/managers for the contracted services.

1. **Facilities Services:** Facilities Services is responsible for planning, construction, operation and maintenance of campus facilities funded by the State's General Fund. They ensure a safe campus environment for OSU students, faculty, staff and visitors while maintaining a comfortable environment conducive to teaching, learning, research, work and recreation. The cleaning environment consists of, but is not limited to, classrooms, laboratories, bathrooms and offices.
2. **Athletics:** The Athletics operations team is responsible for all athletic facilities on the Corvallis campus and all events held at those facilities. Buildings requiring cleaning include but may not be limited to Reser Stadium, Valley Football Center, Truax Indoor Center, P. Wayne Valley Sports Performance Center, Gill Coliseum, Goss Stadium and Soccer/Softball facilities. The cleaning environment consists of, but is not limited to, common areas, building entrances, offices, restrooms/locker rooms, kitchens, training rooms. Athletics will also require cleaning services for some events held in their facilities.
3. **Student Health Services:** The Student Health Center is a medical facility that offers health and medical services to OSU students and staff. The Student Health Center is comprised of one multi-level building (Plageman Building) that includes but is not limited to medical patient facilities, offices and laboratories.

Each Stakeholder has their own unique janitorial needs and set their own requirements in terms of tasks, frequency, level of cleanliness etc. OSU last went out to RFP for janitorial services in 2008. At this time, OSU is looking to obtain proposals for ongoing janitorial services. This RFP process will be broken down into two phases. The first phase will be a Request for Qualifications and the second phase will be the Request for Proposal. Phase one will address Proposers capability and qualifications to perform the services requested. Only those Proposers who meet qualifications as spelled out in this document will be moved onto phase two. Phase two will be the Request for Proposal where Proposers will be able to address the scope of work and pricing proposals. It is anticipated that there will be an onsite pre-proposal conference meeting for those Proposers moving onto phase two. A summary of the services requested will be provided in this document to assist Proposers in determining if they want to participate in this competitive process. For those Proposers moving onto phase two, a more detailed scope of work will be provided.

1.03 OREGON STATE UNIVERSITY

Founded in 1868, Oregon State University is a comprehensive, research-extensive, public university located in Corvallis. Oregon State is one of only two American universities to hold the Land Grant, Sea Grant, Space Grant and Sun Grant designations. Oregon State is also the only Oregon institution to have earned both Carnegie Foundation classifications for Highest Research Activity and Community Engagement, a recognition of the depth and quality of its graduate education and research programs.

Through its centers, institutes, Extension offices and Experiment Stations, Oregon State has a presence in all of Oregon's 36 counties, including its main campus in Corvallis, the Hatfield Marine Sciences Center in Newport and OSU-Cascades Campus in Bend. Oregon State offers undergraduate, master's and doctoral degrees through 11 academic colleges, the Honors College, Graduate School and online Ecampus, enrolling more than 31,000 students from every county in Oregon, every state in the country and more than 110 nations.

1.04 ISSUING OFFICE

The Procurement, Contracts and Materials Management (PCMM) department of Oregon State University ("OSU") is the issuing office and is the sole point of contact for this Request for Proposal. Address all concerns or questions regarding this Request for Proposal to the Administrative Contact identified below.

1.05 ADMINISTRATIVE CONTACT

Name: Jennifer Koehne
Title: Procurement Contract Officer
Telephone: 541-737-7353
Fax: 541-737-2170
E-Mail: jennifer.koehne@oregonstate.edu

1.06 DEFINITIONS

As used in this Request for Proposal, the terms set forth below are defined as follows:

- a. "Addenda" means an addition to, deletion from, a material change in, or general interest explanation of the Request for Proposal.
- b. "Contract" means the resulting services agreement between OSU and the Contractor.
- c. "Contractor" means the Proposer awarded the Contract under the RFP and is responsible for all Contractor responsibilities under the Contract.
- d. "Exhibits" means those documents which are attached to and incorporated as part of the Request for Proposal.
- e. "Proposal" means an offer, binding on the Proposer and submitted in response to a Request for Proposal.
- f. "Proposer" means an entity that submits a Proposal in response to a Request for Proposal.
- g. "Proposal Due Date and Time" means the date and time specified in the Request for Proposal as the deadline for submitting Proposals.
- h. "Request for Proposal" (RFP) means a Solicitation Document to obtain Written, competitive Proposals to be used as a basis for making an acquisition or entering into a Contract when price will not necessarily be the predominant award criteria.
- i. "Responsible" means an entity that demonstrates their ability to perform satisfactorily under a Contract by meeting the applicable standards of responsibility outlined in OSU Standard 03-015, section 4.15.
- j. "Responsive" means a Proposal that has substantially complied in all material respects with the criteria outlined in the Request for Proposal.
- k. "Written or Writing" means letters, characters, and symbols that are intended to represent or convey particular ideas or meanings and are made in electronic form or inscribed on paper by hand, print, type, or other method of impression.

2.0 SCHEDULE & PROCESS – PHASE 1

2.01 SCHEDULE OF EVENTS- PHASE 1

- Issue Date.....February 7, 2020
- Pre-Proposal Conference Phase 1.....February 12, 2020 (10:00 am, PT)
- Deadline for Requests for Clarification or Change Phase 1.....February 14, 2020 (2:00 pm, PT)
- Qualifications Due Date and Time Phase 1.....February 21, 2020 (2:00 pm, PT)

This Schedule of Events is subject to change. Any changes will be made through the issuance of Written Addenda.

2.02 PRE-PROPOSAL CONFERENCE

A **voluntary** Pre-Proposal Conference will be held via a web conference on **February 12, 2020 at 10:00am PT** to go over the process and instructions for phase 1. Questions around Statement of Work will not be taken at this time. A mandatory phase 2 pre-proposal conference, comprising of a site visit for those Proposers moving to phase 2, will be scheduled to go over Statement of Work and provide Proposers an opportunity to view OSU facilities. **Contact Jennifer Koehne at jennifer.koehne@oregonstate.edu or 541-737-7353 to receive web conference detail and instructions on how to participate.**

2.03 PROCESS

Proposers must be able to demonstrate their ability to manage an account the size of OSU. OSU has set a minimum level of qualifications that a Proposer must meet in order to demonstrate that ability. In phase 1, a list of the required qualifications will be outlined along with a list of submittals that OSU will require from the Proposer. Proposers, through their submittals, will demonstrate their ability to meet the qualifications. Qualifications will be evaluated on a yes/no basis. If a Proposer meets all of the qualifications they will be invited to phase 2. If a Proposer does not meet all of the qualifications, they will be notified that they will not be moving onto phase 2. All proposers will have an opportunity to review the solicitation file at the end of phase 1 and an opportunity to appeal per OSU Standard 03-015, section 5.20. Those Proposers moving onto phase 2 will follow the process and instructions outlined under phase 2 after they are invited to move forward.

3.0 PROPOSER QUALIFICATIONS- PHASE 1

Only those Proposers who clearly demonstrate their ability to meet the following qualifications will advance beyond phase 1. Review this list carefully and provide all required submittals by the date and time listed under Section 2.01.

3.01 QUALIFICATIONS

In order to qualify as a Responsive Proposer, and move onto phase 2, the Proposer needs to meet the qualifications below.

- a. Minimum of ten (10) years providing janitorial services in general.
- b. Minimum of three (3) years providing the janitorial services contemplated under this RFP at institutions of at least one (1) million square feet that includes clients in higher education, military, hospitals or equivalent sized corporate accounts.
- c. Demonstrated knowledge/use of APPA, Leadership in Educational Facilities (APPA) standards or other industry known/accepted standards.
- d. Demonstrated management plan with escalation paths.
- e. Ability to provide a dedicated customer service manager.
- f. Demonstrated employee programs for employee retention, recognition, advancement.
- g. Demonstrated training programs.
- h. Demonstrated health safety programs.
- i. Demonstrated quality assurance (QA) program including reports.

- j. Ability to meet the requirements for working in the Student Health Center including mandatory TB and Hepatitis B vaccinations and annual screening for janitorial staff as well as training in cleaning for infectious diseases that meet healthcare standards.
- k. Bonded and insured.

4.0 REQUIRED QUALIFICATIONS SUBMITTALS- PHASE 1

4.01 QUANTITY OF SUBMITTALS

Submit one (1) electronic or hard copy of Proposers qualifications submittals via any of the methods detailed in the section below titled SUBMISSION. If submitting via hard copy, include one (1) electronic copy (PDF format) of your qualifications on CD/DVD/flash drive.

4.02 REQUIRED SUBMITTALS

It is the Proposer's sole responsibility to submit information in fulfillment of the requirements of phase 1. If submittals are not substantially compliant in all material respects with the criteria outlined in phase 1, it will cause the submission to be deemed non-Responsive.

Proposers must submit the following information:

Required Submittals:	Check Off
<p>Provide a two (2) to three (3) page narrative that includes all <u>relevant company history</u> or detail that <u>clearly demonstrates</u> Proposer meets <u>each</u> of the qualifications under 3.01. Ensure that your narrative addresses the following:</p> <ul style="list-style-type: none"> • Number of years in business providing janitorial services overall and number of years providing janitorial services for accounts the size of OSU. • Relevant work experience with higher education, military, hospital or corporate accounts with at least one (1) million square feet of facilities. • Experience in use of APPA or other industry known/accepted standards. • High level overview of management plan, employee programs, training programs, health and safety programs, and QA programs. • Detail on how Proposer will be able to provide a dedicated customer representative to the account. • Detail on how Proposer will be able to meet requirements for working in the Student Health Center. • Detail on how you can meet bonding and insurance requirements. 	<input type="checkbox"/>

5.0 QUALIFICATION REVIEW- PHASE 1

5.01 REVIEW

OSU will review the qualification submittals of all Proposers that are received by the date and time listed in section 2.01. That review will include a determination as to whether the Proposer meets a qualification based on their submittal as a pass/fail. If a proposer does not meet all of the qualifications in phase 1 they will not move onto phase 2. All Proposers will be notified in writing of their status after the review and all Proposers will have the opportunity to review the Phase 1 file. A Proposer has the right to appeal the decision pursuant to OSU Standard 03-015, section 5.20.

5.02 APPEAL OF PHASE 1 RESULTS

Any Proposer who feels adversely affected or aggrieved may submit an appeal within three (3) business days after OSU issues the invitations to phase 2. The appeal must be clearly identified as an appeal, identify the type and nature of the appeal, and include the Request for Proposal number and title. The rules governing appeals are at OSU Standard 03-015, section 5.20.

6.0 SCHEDULE & PROCESS – PHASE 2

6.01 SCHEDULE OF EVENTS- PHASE 2

- Pre-Proposal Conference Phase 2..... March 5, 2020 (8:30am, PT)
- Deadline for Requests for Clarification or Change Phase 2..... March 13, 2020 (2:00 pm, PT)
- RFP Due Date and Time Phase 2..... March 27, 2020 (2:00 pm, PT)

This Schedule of Events is subject to change. Any changes will be made through the issuance of Written Addenda.

6.02 MANDATORY PRE-PROPOSAL CONFERENCE- PHASE 2

A mandatory pre-proposal conference will be held onsite at the OSU campus in Corvallis, Oregon for those Proposers moving onto phase 2. This meeting will consist of tours of select campus buildings representative of the buildings to be cleaned under the contract. There will also be an opportunity to discuss the statement of work and other RFP related material. This onsite meeting is anticipated to last the full business day. Detail specific to meeting locations, times, dates, and other logistics will be provided in the phase 2 invitations to participate.

7.0 SCOPE OF WORK- PHASE 2

7.01 SAMPLE CONTRACT

A sample contract containing contractual terms and conditions is included at Exhibit A. It is anticipated that the initial contract term will be two years with an additional three, one year terms.

7.02 SCOPE OF WORK

The resulting Contractor under this RFP initiative will be required to perform the following Contractor responsibilities.

Buildings, Tasks and Frequency:

Each of the three OSU Stakeholders requires janitorial services unique to their areas. The Contractor shall perform services as stated in each of the tasks and frequency lists provided by each Stakeholder. Contractor shall meet APPA cleaning standards as called out in Attachment A. It is important for the Contractor responsive to the needs of all Stakeholders despite different cleaning requirements of each group or contracted dollar amounts for each Stakeholder. Service in one area should not suffer if resources have to be pulled from another area due to staffing or other resource shortages.

A list of the buildings covered, their square footage, tasks and frequencies to be completed for each Stakeholder can be found under Attachment A. Buildings may be added and removed from service at OSU's discretion. Service levels and cleaning specifications established in the Contract will apply to any new building adds. Pricing to add a new building will be based on the average price per square foot of the existing buildings included within the Stakeholder area, with similar cleaning specifications multiplied by the net cleanable square footage of the new building. Tasks may also be added or removed during the term of the contract by OSU. If the removal or addition of a task affects overall pricing for a Stakeholder's monthly cost, then a new price may be negotiated.

Contractor Representatives:

The Contractor shall designate in writing a qualified person satisfactory to OSU as the Contractor's customer service manager for the term of the Contract. The customer service manager shall have authority to act for the Contractor in all matters covered by the Contract. The customer service manager shall coordinate with on-site supervision, shall be available to meet with Stakeholders as necessary, and shall be the point of escalation for any issues. If the customer service manager is unavailable to perform duties under the Contract due to illness or vacation, Contractor is responsible to designate a backup customer service manager and to notify Stakeholders within 24 hours with backup contact information. The customer service manager will not be responsible for onsite cleaning tasks but rather be the responsible for the overall day to day operations and supervision of the account. The customer service manager will be a point of escalation for resolving any customer service issues.

In addition to a customer service manager, Contractor shall have competent onsite supervisors on the job at all times when custodial services are being performed. All supervisors shall be thoroughly familiar with the Contract documents and the buildings covered therein. The Contractor's supervisors shall have experience managing a comparable custodial staff as will be needed under the Contract. Supervisors, similar to the customer service manager should not be tasked with their own set of cleaning tasks as their primary role. Supervisor's primary role is to be available and to supervise onsite Contractor staff. The number of onsite supervisors should be balanced with the number of cleaning staff.

The training or background of these supervisors shall be sufficient to accomplish the following, as well as other supervisory tasks as required.

- Train personnel properly in performing work in accordance with up-to-date cleaning tasks and methods.
- Acquaint and supervise personnel regarding university rules including those pertaining to OSU and personal property, unauthorized personnel, and telephones.
- Assure observance of safety rules including infection control and universal precautions in the Student Health Center.
- Assure lock-up of designated rooms and buildings according to schedule.
- Provide key control.
- Conserve electrical energy, water, and heat.
- Assure that found items are properly handled.
- Report promptly any maintenance repair items, fires, hazardous conditions, and security problems.
- Provide an adequate work force to service buildings according to performance requirements.
- Assure that supplies are provided in a timely manner.
- Conduct Quality Assurance/Quality Control (QA/QC) Program.

Contractor Personnel:

Contractor shall maintain an adequate number of staff, consisting of properly trained and experienced personnel, to ensure consistent, efficient and satisfactory performance under this Contract. Contractor is responsible for providing sufficient back-up personnel in times of staff shortages due to vacations, illness and inclement weather. Contractor's personnel performing services under this Contract shall at all times perform those services in a proper, good, professional and dignified manner.

Contractor shall perform employee screening when hiring personnel to perform services on this Contract. Contractor shall verify valid employee eligibility for U.S. employment as well as perform criminal background checks at no additional cost to OSU.

The Contractor and personnel performing services under this Contract are required to fully comply with all applicable regulations of OSU. It is the Contractor's responsibility to ensure its personnel fully observe applicable regulations. Any violation of University regulations by the Contractor or Contractor's personnel shall result in appropriate disciplinary actions including removal of Contractor personnel from OSU account. OSU reserves the right to terminate the Contract for cause for any violation not properly addressed.

For reasons of safety and security, all Contractor employees shall be able to clearly communicate in English in an emergency situation.

OSU requires the Contractor to remove from the OSU work place any employee deemed careless, incompetent, incapable, insubordinate, or otherwise objectionable; whose continued employment on the job is deemed to be contrary to the interest of OSU, regardless of the Contractor's policy or union contract regarding employee termination or removal.

Contractor Roster and Schedule:

On a monthly bases, and as additionally requested by OSU, Contractor shall provide to the Stakeholder contacts electronically, an accurate, typed roster of all management and janitorial work force personnel who have any relationship to work to be performed within OSU. For the monthly report, Contractor shall provide the roster to each of the Stakeholder's contacts by the fifth business day of the month. If OSU makes a request for an updated roster at any time, Contractor shall produce within two business days electronically, an accurate typed roster of all management and janitorial work force personnel who have any relationship to work to be performed within OSU. For OSU purposes, the roster data shall list personnel by Stakeholder building group assignment (Facilities Services, Athletics, and SHS) and shall include full names, aliases, home addresses, home telephone numbers, date of birth, and hours scheduled to work. OSU may ask for changes in the roster and it is expected that Contractor will work with OSU to accommodate the change request.

Contractor shall fill vacant positions or open custodial areas with a trained, full-time staff member within ten (10) working days from the date the position or area becomes vacant.

Unauthorized Personnel:

Contractor staff shall not be assisted nor accompanied on the work sites by non-employees (including family members) or employees who are off shift.

OSU Property And Personal Property Of OSU Personnel:

Contractor staff shall not use or disturb OSU property or personal property. The Contractor shall counsel their staff against the unauthorized reading and disclosing of materials and documents available in the facilities of OSU, and against the unauthorized use of OSU property or personal property, such as radios, typewriters, computer terminals, televisions, calculators, microwaves, refrigerators, or other property or personal property that may be in any of OSU's facilities. The Contractor is responsible for ensuring that Contractor's employees do not disturb papers on desks, open desk drawers or cabinets.

Uniforms and Identification:

All of the Contractor's employees, while on the job, must wear both an identifiable uniform garment, such as a tunic, shirt or jacket, plus tag identification including identification photograph, which will identify them as employees of the Contractor. The uniform garment shall be identifiable from front and back. Sufficient cleaning and mending services shall be provided by the Contractor so that all uniforms will look neat at all times.

Telephones:

The Contractor may be provided access to OSU's telephone system. The Contractor shall be financially responsible for all costs of telephone service. OSU's telephone policy limits use of its telephone extensions on OSU's system to calls relating to OSU business. The Contractor shall ensure that its employees observe this policy. The costs of unauthorized telephone usage that can be directly attributed to an employee of the Contractor shall be charged to Contractor. OSU may require the Contractor to remove from OSU's work place any employee who utilizes OSU's system for other than OSU business.

Lost And Found Items:

Each OSU department has a "Lost and Found" unit in their area. When "Lost and Found" items are turned in, each item must be logged in on a lost and found form which shall include a description, date, location found and finder's name.

Lost and found items will be turned into the Custodial Contract Administrator who will forward the items to OSU's Central Lost and Found or the Public Safety department, where it will be logged and held per OSU's lost and found policy (<https://surplus.oregonstate.edu/surplus/central-lost-and-found/osu-central-lost-found-policy>). Under no circumstances shall the Contractor keep, dispose, or donate any unclaimed items. Contractor should contact Property Management at (541) 737-7347 with any questions about lost and found items.

Security:

The Contractor shall open and lock buildings in accordance with the quarterly building hours schedule published by OSU and any written changes thereto for any building the Contractor is servicing.

The Contractor shall assure that all rooms within buildings are locked after service. Excepted rooms include rest rooms, classrooms, and interior offices without locks, and interior offices with locks where designated by the Custodial Contract Administrator.

The Contractor shall not open locked doors for any persons other than their own staff for performance of custodial services in that particular room. Exterior doors will not be opened for anyone not associated with the Janitorial Services Contract. Any person requesting access to buildings or interior rooms should be directed to OSU Public Safety.

The Contractor shall report immediately to Campus Security the presence of suspicious persons, building systems failures, fire, smoke, unusual odors, and conditions indicating theft, break-in or vandalism.

Keys:

OSU shall provide the Contractor with sufficient keys to permit the Contractor to carry out responsibilities of the Contract. Keys will be provided only to those in a supervisory position, and those expected to work without direct supervision. ALL KEYS PROVIDED REMAIN THE PROPERTY OF OSU AND SHALL NOT BE DUPLICATED EXCEPT BY OSU KEY SHOP.

The Contractor shall instruct its employees not to duplicate any OSU keys issued by the Contractor to its employees.

The custodial rooms assigned to the Contractor will be keyed alike in each building.

When in use, keys will be attached to the person by OSU-approved methods.

Buildings and rooms (other than Custodial) are keyed according to a complex system. To minimize opportunity for loss or theft, none of these keys provided to the Contractor shall leave OSU. When not in use, the keys shall be kept in locked key boxes. That is, the Contractor shall issue the required keys at the start of each shift and shall recover the keys at the end of each shift. OSU will furnish and install sufficient lock boxes for security of keys when not in use.

Any keys lost or misplaced by the Contractor's employees shall be replaced by OSU at a charge to the Contractor covering cost of replacement. If keys are lost that result in a requirement to change locks in any area of OSU facilities, the Contractor shall reimburse OSU for the total cost of such lock changes and replacement keys. This may include rekeying an entire building.

At the time of execution of the Contract, the Contractor shall be required to endorse an inventory listing of all keys provided under this Contract, and that inventory listing, as subsequently amended, shall be the basis for the determination of the Contractor's obligations under this section.

Equipment:

The Contractor shall furnish all equipment and tools necessary to perform the work of the Contract. All equipment shall be properly maintained so as to assure safe and effective operation and shall be subject to the inspection and approval/rejection by the Custodial Contract Administrator or their designee.

Supplies:

- Cleaning - All cleaning supplies shall be furnished by the Contractor and shall meet the criteria set forth in the Contract.
- Rest Rooms - Rest room supplies will be furnished by OSU to the Contractor for stocking OSU dispensers as prescribed in the Contract.

- Teaching Laboratories - Single-fold towels will be furnished by OSU to the Contractor for stocking each dispenser. No more than one reserve package of single-fold towels is to be furnished by OSU for each dispenser.
- Fluorescent, Incandescent and other Lamping - Lamping shall be furnished by OSU to the Contractor for replacing lamping in OSU fixtures as prescribed in the Contract.
- Trash Can Liners - Liners shall be furnished at Contractor's expense.

Evacuation Of Building:

Contractor's staff shall evacuate the building according to evacuation plans whenever an alarm sounds. All new staff is to be instructed in fire safety, responsible actions in case of fire, and the importance of optimally operating equipment.

Building/Equipment Damage Caused By The Contractor:

Any damage caused by the Contractor during the course of supplying these services is the responsibility of the Contractor. If replacement parts, labor, or outside repairs are necessary due to Contractor damage, the Contractor shall reimburse OSU for all costs incurred. Damage shall be reported by the Contractor's staff to the appropriate Custodial Contract Administrator on each occurrence.

Safety Requirements:

All services shall comply with all Federal Occupational Safety and Health Administration (OSHA). Contractor shall comply with all OSU Office of Environmental Health and Safety guidelines and OSU Electrical Safety Code requirements. For employees who provide services in high risk environments, such as labs with biological waste and radioactive materials, and research animals, Contractor will ensure that all employees will be trained according to Federal OSHA guidelines for working in these environments. Contractor shall also comply with Workers' Compensation Department requirements and all other applicable state and local code requirements.

Hazard Communication:

Contractor shall notify OSU's Office of Environmental Health and Safety prior to using products containing hazardous chemicals to which University employees or residents may be exposed. Products containing hazardous chemicals are those products defined by Oregon Administrative Rules, Chapter 437.

Contractor shall provide Material Safety Data Sheets for the products described in OAR Chapter 37 upon arriving on campus at the beginning of the Contract. Anytime a new product is introduced on campus by the Contractor, a Material Safety Data Sheet shall be provided by the Contractor to the Custodial Contract Administrator before the product is actually used.

Contractor Facilities and Parking:

OSU Stakeholders may provide to Contractor an office at OSU's discretion and at no cost to OSU. OSU may also authorize the use of conference rooms or other space for Contractor meetings with Contractor personnel. OSU will provide a janitorial closet in each building serviced. OSU will authorize the use of OSU's telecommunications and paging system for official OSU business only. OSU will provide designated parking spaces for Contractors commercial vehicles. Contractor is responsible for vehicle permit fees.

Contractor shall bear the cost of office furnishings, telephone equipment, including faxes and service, paging system equipment and service, electricity, water, gas and other associated utilities and applicable property taxes for any office space maintained as a Contractor office.

Lights, Trash and Recycling:

Contractor shall be responsible to turn off the lights in the rooms designated by OSU for each building. In addition Contractor shall be responsible to remove trash and recycling collected in communal central hallways or office bins inside and outside the buildings at designated spots as determined by Stakeholders. Stakeholders will work in conjunction with OSU's Department of Facilities and Material Management/Campus Recycling to determine collection spots in each building (either in desk-side bins or communal bins/carts). Trash shall be disposed of in dumpsters outside the buildings. Recycled materials will be collected and placed in a centralized, designated

area in each building for further collection and hauling by Campus Recycling. While Contractor's primary contact will be each of the Stakeholder representatives, Contractor will remain in regular communication with OSU's department of Facilities and OSU's Materials Management/Campus Recycling group around any trash or recycling services and issues. Training around OSU's recycling collection standards and procedures will be provided by OSU to Contractor. Contractor will monitor and report to OSU trash dumpsters that may be overflowing and trash compactors needing to be emptied. Contractor will maintain regular communications with OSU Stakeholders regarding customer issues, questions or collection problems as it relates to this section.

Transition management plan:

Contractor shall be responsible for a transition plan detailing how the Contractor will transition janitorial administration and services from current provider to the new Contract. Plan shall detail the methods used to ensure an expedient transition while addressing all issues that may come up. Plan shall address hiring or transition of current custodial staff, management set-up, billing, equipment move in, implementing technology and meetings with Stakeholders. Plan shall set timeline and milestones and begin one month prior to the Contract start date and ending at least one month after Contract start date. Contractor shall be responsible for an exit plan in case of early termination of Contract or if a future Contract is awarded to another service provider. Contractor shall assist OSU with any future transitions as a result of termination or expiration of contract.

Performance plan- QA- Contingent Renewal:

Contractor shall develop, implement and maintain a mutually agreed upon QA program at OSU to ensure that services are being provided in a timely manner and at a level acceptable to OSU. Contractor will work with Stakeholders to address any quality control issues that come up in a timely manner.

The QA program shall be the basis for future Contract renewals allowable under the Contract. If OSU determines through feedback received from Stakeholders that Contractor performance is consistently poor and issues not resolved, OSU, at its discretion, may not renew the contract beyond the initial two year term. OSU will meet with Contractor on a regular basis to provide accurate, complete, and timely feedback on performance.

8.0 ADDITIONAL PROPOSER QUALIFICATIONS- PHASE 2

In addition to the minimum requirements outlined in phase 1, OSU is looking for a Proposer that best meets the following preferred qualifications.

8.01 PREFERRED QUALIFICATIONS

OSU will award additional points for Proposers able to meet the preferred qualifications below.

- a. Proposer's with the ability to adapt and use APPA cleaning standards at a level 3 or higher.
- b. Proposers with APPA or other industry known certifications.
- c. Proposer's management team is well defined with a strong middle management presence on the account with established escalation paths.
- d. Ability to provide a master scheduler or administrator for the account.
- e. Proposer with training programs that address but are not limited to the following areas: new employee onboarding, employee skills, ongoing employee training, sexual harassment, diversity.
- f. Proposer with a health and safety program that addresses but is not limited to employee health and their protection, toxic exposure, and sharps/needles.
- g. Proposer has the ability to provide appropriate safety gear, safety training and safety resources for their staff.
- h. Proposer that has adopted green initiatives and cleaning products in their services.
- i. Proposer's employee programs include an employee recognition plan.
- j. Proposer has the ability to staff the account at appropriate levels to ensure that tasks are completed as required. Proposer is able to effectively deal with staffing changes due to illness, employee turnover or attrition. Proposer has a plan to deal with absent employees and maintain the level of service required under the account.
- k. Proposer able to produce applicable service or QA reports as requested plus management (supervisor, dedicated account representative, and others as applicable) attendance at regularly scheduled account review meetings (quarterly).

9.0 REQUIRED SUBMITTALS- PHASE 2

9.01 QUANTITY OF PROPOSALS

Submit one (1) electronic or hard copy via any of the methods detailed in the section below titled SUBMISSION. If submitting via hard copy, include one (1) electronic copy (PDF format) of Proposal on CD/DVD/flash drive. Proposals should contain original signatures on any pages where a signature is required (in the case of electronic submissions, either electronic signatures or scans of hand-signed pages should be included). Proposals should contain the submittals listed in this section below.

9.02 REQUIRED SUBMITTALS

It is the Proposer's sole responsibility to submit information in fulfillment of the requirements of this Request for Proposal. If submittals are not substantially compliant in all material respects with the criteria outlined in the RFP, it will cause the Proposal to be deemed non-Responsive.

Proposers must submit the following information:

Proposers are highly encouraged to include graphics and images/displays from their system in responses.

Required Submittals:	Check Off
Description of how the goods or services offered satisfy the statement of work described in section 7. Include the following detail:	<input type="checkbox"/>
<ul style="list-style-type: none">Proposers plan of service showing how they will staff, manage and provide services in order to meet OSU's Stakeholders requested needs.	<input type="checkbox"/>
<ul style="list-style-type: none">Proposed equipment list and cleaners that will be used on the account	<input type="checkbox"/>
<ul style="list-style-type: none">Proposed transition plan	<input type="checkbox"/>
<ul style="list-style-type: none">Proposed QA program	<input type="checkbox"/>
<ul style="list-style-type: none">Detail on proposers use of green initiatives and how they would incorporate into account	<input type="checkbox"/>
<ul style="list-style-type: none">Proposers plan to ensure that they can meet the unique requirements of Student Health Services	<input type="checkbox"/>
<ul style="list-style-type: none">Proposers plan to meet Athletics requirements around cleaning services for the various athletic sports/events	<input type="checkbox"/>
Detailed information about how the Proposer meets the preferred qualifications described in section 8. Proposers should provide sufficient enough detail to address each of the qualifications so that OSU can make a determination if Proposer meets the qualification and if so, how well Proposer meets the qualification.	<input type="checkbox"/>
Exhibit B: Certifications	<input type="checkbox"/>
Exhibit C: References	<input type="checkbox"/>
Exhibit D: Pricing	<input type="checkbox"/>
Exhibit E: APPA Cleaning Standard Scenarios	<input type="checkbox"/>

10.0 EVALUATION- PHASE 2

10.01 EVALUATION

The stages of review and evaluation are as follows:

a. Determination of Responsiveness:

OSU will first review all Proposals to determine Responsiveness. Proposals that do not comply with the instructions, that are materially incomplete, that do not meet the minimum requirements may be deemed non-Responsive. Written notice will be sent to Proposers whose Proposal is deemed non-Responsive identifying the reason. A Proposer has the right to appeal the decision pursuant to OSU Standard 03-015, section 5.20.

b. Second Stage Evaluation:

Those Proposals determined to be Responsive will be evaluated using the required submittals. Proposals will be scored based on the evaluation criteria listed below. Scores will be used to determine Proposers within a competitive range. The competitive range will be made of Proposers whose individual scores, when viewed together, form a group of the highest ranked Proposers above a natural break in the scores as determined by OSU, in its sole discretion.

OSU reserves the right to ask follow-up questions of Proposers during second stage evaluations. The questions will be for the purpose of clarification of information already contained in submittals and not be an opportunity to submit additional documentation or change existing documentation.

OSU may award after the second stage evaluation to the highest ranked Proposer without moving on to further evaluative stages. If this option is selected, Written notice of intent to award the Contract to the highest ranked Proposer will be provided to all Responsive Proposers, or an award may be made directly without notice of intent in those instances of a single Responsive Proposer.

c. Further Evaluative Stages:

If award is not made after the second stage evaluation, OSU may add another stage of evaluation using any of the methods outlined below. OSU may choose any of the following methods in which to proceed:

- i. Issue a Written invitation to Proposers within the competitive range requesting an interview, presentation, site visit or any other evaluative method that is relevant to the goods or services solicited in the Request for Proposal. Written invitations will contain the evaluation criteria and scoring that will be used by the evaluation committee.
- ii. Engage in oral or Written discussions with and receive best and final Proposals from all Proposers in the Competitive Range or all Proposers submitting Responsive Proposals. Discussions may be conducted for the following purposes:
 - Informing Proposers of deficiencies in their initial Proposals and permitting Proposers to address those deficiencies;
 - Notifying Proposers of parts of their Proposals for which OSU would like additional information; or
 - Otherwise allowing Proposers to develop revised Proposals that will allow OSU to obtain the best Proposal based on the requirements set forth in this Request for Proposal.

The conditions, terms, price, or any combination thereof of the Proposal may be altered or otherwise changed during the course of the discussions provided the changes are within the scope of the Request for Proposal. Best and final Proposals will be scored based on the evaluation criteria listed below.

Points awarded in the second stage evaluation will not be carried to further evaluative stages. If any further evaluative stage of all Competitive Range Proposers does not produce an award that is in OSU's best interest, OSU may return to the second stage evaluation to advance additional Proposers to a further evaluative stage.

10.02 EVALUATION CRITERIA

Points will be given in each criteria and a total score will be determined. The maximum points available for each criterion are identified below.

<u>Evaluation Criteria</u>	<u>Points</u>
Proposal relative to the Statement of Work	300
Proposer's preferred qualifications	300
Price of the goods or services	400
Total	1000

Pricing Calculation:

The Proposal that contains the lowest price to OSU will receive the maximum number of price points. A Proposal whose price is higher than the lowest submitted price will receive proportionately fewer price points, as demonstrated in the example below.

- Proposer A's price is \$450 (the lowest)
Proposer A is awarded 20 price points (the maximum)
- Proposer B's price is \$500
Proposer B is awarded 18 price points ($450/500 \times 20$)

In the event of a discrepancy between unit prices and extended (arithmetically calculated) prices, unit prices will prevail over extended prices.

10.03 NEGOTIATIONS

OSU may commence serial negotiations with the highest ranked Proposer or commence simultaneous negotiations with all Responsive Proposers within the competitive range. OSU may negotiate:

- a. The statement of Work;
- b. The Contract price as it is affected by negotiating the statement of Work; and
- c. Any other terms and conditions as determined by OSU.

10.04 INVESTIGATION OF REFERENCES

OSU reserves the right to investigate and to consider the references and the past performance of any Proposer with respect to such things as performance or provision of similar goods or services, compliance with specifications and contractual obligations, and lawful payment of suppliers, contractors, and workers. OSU may postpone the award or execution of the Contract after the announcement of the notice of intent to award in order to complete its investigation.

10.05 CONTRACT AWARD

Contract will be awarded to the Proposer who, in OSU's opinion, meets the requirements and qualifications of the RFP and whose Proposal is in the best interest of OSU. If a successful Contract cannot be completed after award, OSU may conclude contract negotiations, rescind its award to that Proposer, and return to the most recent RFP evaluation stage to negotiate with another Proposer(s) for award.

11.0 INSTRUCTIONS TO PROPOSERS

11.01 APPLICABLE STATUTES AND RULES

This Request for Proposal is subject to the applicable provisions and requirements of the Oregon Revised Statutes, OSU Standards, and OSU Policies and Procedures.

11.02 COMMUNICATIONS DURING RFP PROCESS

In order to ensure a fair and competitive environment, direct communication between OSU employees other than the Administrative Contact or other PCMM representative and any party in a position to create an unfair advantage to Proposer or disadvantage to other Proposers with respect to the RFP process or the award of a Contract is strictly prohibited. This restricted period of communication begins on the issue date of the solicitation and for Proposer(s) not selected for award ends with the conclusion of the appeal period identified in OSU Standard 03-015, section 5.20 and for Proposers(s) selected for award ends with the contract execution. This restriction does not apply to communications to other OSU employees during a Pre-Proposal conference or other situation where the Administrative Contact has expressly authorized direct communications with other staff. A Proposer who intentionally violates this requirement of the RFP process or otherwise deliberately or unintentionally benefits from such a violation by another party may have its Proposal rejected due to failing to comply with all prescribed solicitation procedures. The rules governing rejection of individual solicitation responses and potential appeals of such rejections are at OSU Standard 03-015, section 5.16 and 5.20.

11.03 MANUFACTURER'S NAMES AND APPROVED EQUIVALENTS

Unless qualified by the provision "NO SUBSTITUTE" any manufacturers' names, trade name, brand names, information and/or catalogue numbers listed in a specification are for information and not intended to limit competition. Proposers may offer any brand for which they are an authorized representative, which meets or exceeds the specification for any item(s). If Proposals are based on equivalent products, indicate in the Proposal form the manufacturers' name and number. Proposers shall submit with their Proposal, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous Proposal will not satisfy this provision. Proposers shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Proposals that do not comply with these requirements are subject to rejection. Proposals lacking any written indication of intent to provide an alternate brand will be received and considered in complete compliance with the specification as listed in the RFP.

11.04 REQUESTS FOR CLARIFICATION OR CHANGE

Requests for clarification or change of the Request for Proposal must be in Writing and received by the Administrative Contact no later than the Deadline for Request for Clarification or Change as specified in the Schedule of Events. Such requests for clarification or change must include the reason for the Proposer's request. OSU will consider all timely requests and, if acceptable to OSU, amend the Request for Proposal by issuing an Addendum. Envelopes, e-mails or faxes containing requests must be clearly marked as a Request for Clarification or Change and include the RFP Number and Title.

11.05 ADDENDA

Only documents issued as Written Addenda by PCMM serve to change the Request for Proposal in any way. No other direction received by the Proposer, written or verbal, serves to change the Request for Proposal. Addenda will be publicized on the OSU procurement website. Proposers are advised to consult the OSU procurement website prior to submitting a Proposal in order to ensure that all relevant Addenda have been incorporated into the Proposal. Proposers are not required to submit Addenda with their Proposal. However, Proposers are responsible for obtaining and incorporating any changes made by Addenda into their Proposal. Failure to do so may make the Proposal non-Responsive, which in turn may cause the Proposal to be rejected.

11.06 PREPARATION AND SIGNATURE

All Required Submittals must be Written or prepared in ink and signed by an authorized representative with authority to bind the Proposer. Signature certifies that the Proposer has read, fully understands, and agrees to be bound by the Request for Proposal and all Exhibits and Addenda to the Request for Proposal.

11.07 PUBLIC RECORD

Upon completion of the Request for Proposal process, information in all Proposals will become subject records under the Oregon Public Records Law. Only those items considered a "trade secret" under ORS 192.501(2), may be exempt from disclosure. If a Proposal contains what the Proposer considers a "trade secret" the Proposer must mark each item as such. Only bona fide trade secrets may be exempt and only if public interest does not require disclosure.

11.08 SUBMISSION

Proposals must be received in the PCMM office no later than the Proposal Due Date and Time; it is the Proposer's responsibility to ensure that the Proposal is received prior to the Proposal Due Date and Time indicated in this RFP, regardless of the method used to submit the Proposal. Proposals may be submitted via the following method(s):

- 1) Electronic copy in PDF format included as attachment(s) in an e-mail sent to bids@oregonstate.edu. The e-mail subject line should contain the RFP No. and RFP title. Only those Proposals received at this e-mail address by the Due Date and Time will be considered Responsive; do not e-mail a copy of the Proposal to any other e-mail address. Proposals submitted directly to the Administrative Contact e-mail address will NOT be considered Responsive. It is highly recommended that the Proposer confirms receipt of the email with the Administrative Contact noted above or by calling 541-737-4261. The Administrative Contact may open the e-mail to confirm receipt but will NOT verify the integrity of the attachment(s), answer questions related to the content of the Proposal, or address the overall Responsiveness of the Proposal.

- 2) Hard copy in a sealed package or envelope dropped off in person or delivered to the submittal location listed on the Request for Proposal cover sheet. The package or envelope should be addressed to the Administrative Contact. It is highly recommended that the Proposer confirms receipt of the Proposal with the Administrative Contact prior to the Proposal Due Date and Time.

All Proposals, including those submitted through electronic methods (if allowed), must contain Written signatures indicating intent to be bound by the offer. If the Proposer submits multiple versions of the Proposal via different methods and does not explicitly direct OSU as to which version to use, OSU will determine which version of the Proposal will be used for evaluation.

11.09 MODIFICATION

Prior to submittal, Proposers should initial modifications or erasures in ink by the person signing the Proposal. After submittal but prior to the Proposal Due Date and Time, Proposals may be modified by submitting a Written notice indicating the modifications and a statement that the modification amends and supersedes the prior Proposal. After the Proposal Due Date and Time, Proposers may not modify their Proposal.

11.10 WITHDRAWALS

A Proposer may withdraw their Proposal by submitting a Written notice to the Administrative Contact identified in this Request for Proposal prior to the Proposal Due Date and Time. The Written notice must be on the Proposer's letterhead and signed by an authorized representative of the Proposer. The Proposer, or authorized representative of the Proposer, may also withdraw their Proposal in person prior to the Proposal Due Date and Time, upon presentation of appropriate identification and evidence of authority to withdraw the Proposal satisfactory to OSU.

11.11 LATE SUBMITTALS

Proposals and Written notices of modification or withdrawal must be received no later than the Proposal Due Date and Time (in the case of electronic submissions, the time/date stamp of the email received at the PCMM office must be no later than the Proposal Due Date and Time). OSU may not accept or consider late Proposals, modifications, or withdrawals except as permitted in OSU Standard 03-015, section 5.11. Sole responsibility rests with the Proposer to ensure OSU's receipt of its Proposal prior to the Proposal Due Date and Time. OSU shall not be responsible for any delays or misdeliveries caused by common carriers or by transmission errors, malfunctions, or electronic delays. Any risks associated with physical delivery or electronic transmission of the Proposal are borne by the Proposer.

11.12 PROPOSAL OPENING

Proposals will be opened immediately following the Proposal Due Date and Time at the Submittal Location. Proposer may attend the Proposal opening. Only the names of the Proposers submitting Proposals will be announced. No other information regarding the content of the Proposals will be available.

11.13 PROPOSALS ARE OFFERS

The Proposal is the Proposer's offer to enter into a Contract pursuant to the terms and conditions specified in the Request for Proposal, its Exhibits, and Addenda. The offer is binding on the Proposer for one hundred twenty (120) days. OSU's award of the Contract constitutes acceptance of the offer and binds the Proposer. The Proposal must be a complete offer and fully Responsive to the Request for Proposal.

11.14 CONTINGENT PROPOSALS

Proposer shall not make its Proposal contingent upon OSU's acceptance of specifications or contract terms that conflict with or are in addition to those in the Request for Proposal, its Exhibits, or Addenda.

11.15 RIGHT TO REJECT

OSU may reject, in whole or in part, any Proposal not in compliance with the Request for Proposal, Exhibits, or Addenda, if upon OSU's Written finding that it is in the public interest to do so. OSU may reject all Proposals for good cause, if upon OSU's Written finding that it is in the public interest to do so. Notification of rejection of all Proposals, along with the good cause justification and finding of public interest, will be sent to all who submitted a Proposal.

11.16 AWARDS

OSU reserves the right to make award(s) by individual item, group of items, all or none, or any combination thereof. OSU reserves the right to delete any item from the award when deemed to be in the best interest of OSU.

11.17 LEGAL REVIEW

Prior to execution of any Contract resulting from this Request for Proposal, the Contract may be reviewed by a qualified attorney for OSU pursuant to the applicable Oregon State University Standards, Oregon Revised Statutes and Oregon Administrative Rules. Legal review may result in changes to the terms and conditions specified in the Request for Proposal, Exhibits, and Addenda.

11.18 PROPOSAL RESULTS

A Written notice of intent to award will be issued to all Proposers. The Proposal file will be available for Proposer's review during the appeal period at the PCMM Department. Proposers must make an appointment with the Administrative Contact to view the Proposal file. After the appeal period, the file will be available by making a Public Records Request to OSU's Public Records Officer.

11.19 PROPOSAL PREPARATION COST

OSU is not liable for costs incurred by the Proposer during the Request for Proposal process.

11.20 PROPOSAL CANCELLATION

If a Request for Proposal is cancelled prior to the Proposal Due Date and Time, all Proposals that may have already been received will be returned to the Proposers. If a Request for Proposal is cancelled after the Proposal Due Date and Time or all Proposals are rejected, the Proposals received will be retained and become part of OSU's permanent Proposal file.

11.21 APPEAL OF CONTRACTOR SELECTION, CONTRACT AWARD

Any Proposer who feels adversely affected or aggrieved may submit an appeal within three (3) business days after OSU issues a notice of intent to award a Contract. The appeal must be clearly identified as an appeal, identify the type and nature of the appeal, and include the Request for Proposal number and title. The rules governing appeals are at OSU Standard 03-015, section 5.20.

EXHIBIT A
TERMS AND CONDITIONS / SAMPLE CONTRACT

This Contract is between Oregon State University for its Facilities Services, Athletics and Student Health Services departments ("OSU"), and [Contractor's name] ("Contractor").

WHEREAS, OSU competitively solicited for the services outlined in this Contract under Request for Proposal number P2020-000619JK entitled Janitorial Services and Contractor was selected as the Proposer best able to provide this service; and

WHEREAS, Contractor understands the requirements for the services outlined in this Contract, and is willing and able to provide, in accordance with the terms of this Contract, the services;

NOW, THEREFORE, OSU and Contractor agree as follows:

1. CONTRACT TERM AND TERMINATION:

A. CONTRACT TERM.

This Contract is effective on the date of last signature with an initial two (2) year term. OSU has the sole option to extend the term of this Contract for three (3) additional one (1) year terms based on the current terms and conditions. OSU may exercise this option to extend by providing written notice to Contractor prior to the expiration of the Contract. Renewal options are contingent upon performance during the current term.

B. TERMINATION.

This Contract may be terminated at any time by mutual consent of both parties or by OSU upon thirty (30) days' written notice. In addition, OSU may terminate this Contract at any time by written notice to Contractor if (a) Federal or state statutes, regulations or guidelines are modified or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Contract; (b) any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this Contract is for any reason denied, revoked, or not renewed; (c) OSU fails to receive funding, appropriations, allocations or other expenditure authority as contemplated by OSU's budget and OSU determines, in its assessment and ranking of the policy objectives explicit or implicit in OSU's budget, that it is necessary to terminate the Contract, or (d) if the OSU program for which this Contract was executed is abolished.

OSU may also terminate this Contract at any time by written notice for default (including breach of contract) if (a) Contractor fails to timely provide services or materials called for by this Contract; or (b) Contractor fails to perform any of the other provisions of this Contract, or so fails to pursue the work as to endanger performance of this Contract in accordance with its terms and conditions, and after receipt of written notice from OSU, fails to correct such failures within ten (10) days. Termination of this Contract under this Section or any other section is without prejudice to OSU's other rights and remedies.

C. REMEDIES FOR CONTRACTOR'S DEFAULT.

In the event Contractor is in default (which includes without limitation, incomplete services), OSU may, at its option, pursue any or all of the remedies available to it under this Contract and at law or in equity, including, but not limited to: (a) rejection of the services, (b) requiring Contractor to correct any defects without charge, (c) negotiation with Contractor to sell the services to OSU at a reduced price, (d) termination of the Contract, (e) withholding all moneys due for the services Contractor has failed to deliver within any scheduled completion dates or has performed inadequately or defectively, (f) initiation of an action or proceedings for damages, specific performance, or declaratory or injunctive relief, or (g) exercise of its right of set off. These remedies are cumulative to the extent the remedies are not inconsistent, and OSU may pursue any remedy or remedies singly, collectively, successively, or in any order whatsoever.

2. STATEMENT OF WORK:

A. REQUIRED SERVICES, DELIVERABLES AND DELIVERY SCHEDULE.

Contractor shall provide OSU with the following services during the Term of this Contract:

See Statement of Work

B. (OPTIONAL CLAUSE:) KEY PERSONS.

Contractor and OSU agree that each individual specified below is an individual whose special qualifications and involvement in Contractor's performance of services form part of the basis of agreement between the parties for this Contract and is an individual through whom Contractor shall provide to OSU the expertise, experience, judgment, and personal attention required to perform services ("Key Person"). Each of the following is a Key Person under this Contract:

Neither Contractor nor any Key Person of Contractor shall delegate performance of services any Key Person is required to perform under this Contract to others without first obtaining OSU's written consent. Further, Contractor shall not, without first obtaining OSU's prior written consent, re-assign or transfer any Key Person to other duties or positions so that the Key Person is no longer available to provide OSU with that Key Person's expertise, experience, judgment, and personal attention. If Contractor requests OSU to approve a re-assignment or transfer of a Key Person, OSU shall have the right to interview, review the qualifications of, and approve or disapprove the proposed replacement(s) for the Key Person. Any individual OSU approves as a replacement for a Key Person is deemed a Key Person under this Contract.

C. ACCEPTANCE OF SERVICES.

Services furnished under this Contract are subject to acceptance by OSU. If OSU finds services furnished to be incomplete or not in compliance with the Contract, OSU, at its sole discretion, may reject the services, require Contractor to correct any defects without charge, negotiate with Contractor to reduce the price, or withhold payment whichever OSU deems appropriate under the circumstances. If Contractor is unable or refuses to cure any defects within a time deemed reasonable by OSU, OSU may pursue any of the remedies for Contractor's default detailed in that Section above.

D. BUSINESS REVIEWS.

Contractor shall participate in Business Reviews as requested by OSU Procurement, Contracts, and Materials Management. Business Reviews will be scheduled by the Contract Administrator in OSU Procurement, Contracts, and Materials Management and will include attendance by OSU representatives, and Contractor's Regional Representatives. The reviews may include discussion of Contract terms and conditions, work performed under the Contract, financial data, proposal of Contract improvements for increased service or lower costs, and any potential changes to the Contract.

3. COMPENSATION:

The total amount available for payment to Contractor and for authorized reimbursement to Contractor is \$TBD

A. METHOD OF PAYMENT FOR SERVICES.

TBD

B. BASIS OF PAYMENT FOR SERVICES.

TBD

C. EXPENSE REIMBURSEMENT.

OSU will not reimburse Contractor for any expenses under this Contract.

D. INVOICES AND PAYMENT TO CONTRACTOR.

Contractor shall send invoices to OSU for services completed and accepted by OSU. Contractor

shall include in each invoice by Stakeholder broken out as follows: the base monthly amount, any event billings that took place in the month being invoiced, any estimated work performed during the month of billing (at actual cost).

- a. The Contract number;
- b. A description of services performed, including the dates services were performed, all deliverables delivered during the period of the invoices, the rate(s) for services performed, and the total cost of services;
- c. Itemization and explanation of all expenses for which Contractor claims reimbursement authorized under this Contract;
- d. The total amount due and the payment remittance address.

Contractor shall send all invoices to OSU's Department Administrator or to the Department to which the services were provided if a Department Administrator is not specified.

OSU shall pay Contractor for services performed at the prices and rates specified herein. Contractor shall look solely to OSU for payment of all amounts OSU owes to Contractor. Payment of OSU contracts is normally made within 30-45 days following the date the invoice is received. After 45 days, Contractor may assess overdue account charges up to a maximum of two-thirds of one percent (2/3 of 1%) per month or eight percent (8%) per annum on the outstanding balance pursuant to ORS 293.462.

E. PRICE ESCALATION.

Pricing shall remain the same throughout the initial term of the Contract. Contractor may negotiate pricing for subsequent extension terms after the initial term. However any increases negotiated will not exceed the Consumer Price Index for All Urban Consumers (CPI-U) U.S. City Average; All items not seasonally adjusted for the standard reference base. CPI-U shall be calculated based on a twelve (12) month average of the preceding twelve months from the month the CPI-U the increase is negotiated in. Contractor shall submit in writing any proposed increase in pricing to OSU for consideration at least sixty (60) days prior to the expiration of the Contract. Contractor must provide documentation in support of the request. Price increases accepted by OSU will remain the same for the entirety of the extended term.

4. **INSURANCE:**

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. OSU in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, their agents, representatives, employees or subcontractors and Contractor is free to purchase additional insurance as may be determined necessary.

OSU and its trustees, officers, employees, and agents shall be included as additional insured for all required insurance policies. Minimum limits requirements may be met by primary coverage and/or excess/umbrella coverage provided coverage is written on a 'following form' basis.

A. GENERAL LIABILITY INSURANCE.

Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this Contract, Commercial General Liability Insurance, including Products and Completed Operations coverage, with minimum limits of \$2,000,000 per occurrence and \$4,000,000 aggregate. Such insurance policy is to be issued by an insurance company authorized to do business in the State of Oregon with an A.M. Best rating of at least A-VII, or such other insurance carrier approved in writing, in advance, by

OSU. OSU and its trustees, officers, employees, and agents shall be included as additional insured in said insurance policy to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Contract.

B. AUTOMOBILE LIABILITY INSURANCE.

Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this contract, Commercial Automobile Liability Insurance with a minimum limit of \$2,000,000 per occurrence.

C. THIRD PARTY FIDELITY COVERAGE OR CRIME INSURANCE

Coverage shall include employee dishonesty including Endorsement Client's Property (CR 0401 or equivalent). If a Crime Insurance Policy is not used, Third Party Fidelity Coverage shall be provided for in limits as stated below in a.

1. The coverage shall be issued with limits of 50% of the contract value or \$100,000 - whichever amount is greater.
2. The coverage shall include coverage for all directors, officers, agents and employees of the Contractor.
3. The coverage shall not exclude coverage for theft and mysterious disappearance.
4. The coverage shall not contain a condition requiring an arrest and conviction.

D. PROPERTY INSURANCE.

The Contractor must maintain Property Insurance during the term of the Contract that covers all property used for Contract work and all Contractor-owned property that is stored at OSU.

E. PRIMARY COVERAGE.

Insurance carried by Contractor under this Contract shall be the primary coverage and non-contributory.

F. SUBCONTRACTORS

If Contractor enters into subcontracts for any services to be provided by Contract to OSU, Contractor shall require that all subcontractors maintain insurance meeting all the requirements stated in section 4.

G. WORKERS' COMPENSATION.

The Contractor, its subcontractors, if any, and all employers providing work, labor or materials under this Contract are subject employers under the Oregon Workers' Compensation law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers, unless such employees are exempt under ORS 656.126.

H. CERTIFICATES OF INSURANCE.

As evidence of the insurance coverages required by this Contract, the Contractor shall furnish Certificate(s) of Insurance and any applicable endorsements to the OSU Contract Administrator, upon request. The Certificate(s) will specify all of the parties who are Additional Insureds. Contractor shall be financially responsible for all deductibles, self-insured retentions and/or self-insurance included hereunder.

I. NOTICE OF CANCELLATION OR CHANGE.

Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to OSU, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to OSU. If any insurance company refuses to provide the required notice, the Contractor or its insurance broker shall notify OSU of any cancellation, suspension, non-renewal of any insurance within seven (7) days of receipt of insurers' notification to that effect.

5. INDEMNIFICATION:

A. INDEMNITY.

- a. Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, the conduct of work under this contract, or from any act, omission, or neglect of contractor, its subcontractors, or employees. Contractor shall save, defend, indemnify, and hold harmless OSU and its officers, board members, employees, and agents from all claims, suits, and actions of any nature resulting from or arising out of the activities or omissions of Contractor or its subcontractors, officers, agents, or employees acting under this contract.

B. DEFENSE.

- a. Contractor shall have control of the defense with counsel reasonably acceptable to OSU, except that: (i) OSU may join the defense with its own counsel and at its own expense if OSU determines there is a conflict of interest or there is an important government principle at issue, and (ii) OSU'S consent is required for any settlement that requires OSU to pay any money, does not release OSU from all liability from the claim, or adversely affects OSU's interest.

6. LAWS AND POLICIES:

A. APPLICABLE LAW; JURISDICTION AND VENUE.

- a. The laws of the State of Oregon (without giving effect to its conflict of laws principles or laws) govern all matters arising out of or relating to the Contract, including, without limitation, its validity, interpretation, construction, performance or enforcement. Any party bringing a legal action or proceeding against the other party arising out of or relating to this Contract shall bring the legal action or proceeding in the Circuit Court of Oregon for Benton County.
- b. Notwithstanding paragraph (a), if a legal action or proceeding must be brought in a federal forum, the party shall bring the legal action or proceeding in the United States District Court for the District of Oregon. This paragraph does not authorize Contractor to bring a legal action or proceeding against OSU in a federal forum except to the extent Congress has validly abrogated OSU's sovereign immunity. This paragraph is also not a waiver by OSU of any form of immunity, including without limitation sovereign immunity and immunity based on the Eleventh Amendment to the United States Constitution.
- c. Except as set forth in paragraph (b), the parties consent to in personam jurisdiction in the above courts and waive any objection to venue and any objection that the forum is inconvenient.

B. COMPLIANCE WITH APPLICABLE LAWS AND POLICIES.

- a. The parties shall at all times comply with all applicable federal, state and local laws, regulations, executive orders and ordinances pertaining to their respective businesses, products or services, employment obligations, and the subject matter of this Contract. The parties shall at all times comply with all applicable standards and policies of OSU, including without limitation any such laws or regulations regarding employment discrimination. If this Contract is being funded with federal funds, Contractor agrees to comply with all applicable federal contracting statutes, regulations and policies.
- b. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following laws, regulations and executive orders to the extent they are applicable to the Contract: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Paragraphs 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans'

Readjustment Assistance Act of 1974, as amended; (viii) ORS Chapter 659, as amended; (ix) the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; (x) the Health Insurance Portability and Accountability Act requirements noted in OAR 125-055-0115; (xi) the Oregon Consumer Identity Theft Protection Act, ORS 646A.600-646A.628; (xii) all regulations and administrative rules established pursuant to the foregoing laws; and (xiii) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the Contract and required by law to be so incorporated.

C. FEDERALLY REQUIRED PROVISIONS.

- a. ANTI-KICKBACK ACT (40 U.S.C. 3145). Contractor certifies compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each Contractor or subcontractor must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The Contractor must report all suspected or reported violations to OSU.
- b. BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352). Contractors that apply or bid for a contract of \$100,000 or more, must file the required certification that it will not and has not used Federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor must require any subcontractor who applies or bids for subcontract of \$100,000 or more to provide a similar certification to the next higher tier (Contractor or subcontractor as applicable). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Contractor or subcontractor must forward any disclosures from tier to tier up to OSU.
- c. CLEAN AIR ACT (42 U.S.C. 7401-7671q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251-1387), AS AMENDED. If this Contract provides for payments in excess of \$150,000, Contractor must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- d. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 3701-3708). For all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers, the Contractor must comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each Contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- e. DEBARMENT AND SUSPENSION EXECUTIVE ORDERS 12549 AND 12689. A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties

List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Before a contract award of \$25,000 or more is made, verification is required that the intended awarded party is not on the government-wide exclusions in the SAM. Required verification must be made by checking the SAM Exclusions. Compliance with Subpart C of 2 CFR Part 180 by checking that the intended awarded party is not listed on the SAM Exclusions, before making a contract award, will flow down from tier to tier for contract awards of \$25,000 or more. Contractor must include a term or condition similar to this term, in any subsequent lower tier contract awards of \$25,000 or more. Contractor hereby certifies they are not listed on the government-wide exclusions in the SAM.

- f. ENERGY POLICY AND CONSERVATION ACT. Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
 - g. EQUAL EMPLOYMENT OPPORTUNITY. Contractor must comply with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
 - h. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If this Contract is for the performance of experimental, developmental, or research work, the Federal Government and OSU have rights in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- D. PUBLIC RECORDS LAW NOTICE.
OSU advises Contractor that information OSU receives may be subject to public inspection under Oregon Public Records Law (ORS 192.410-192.505).
- E. SAFETY AND HEALTH REQUIREMENTS/HAZARD COMMUNICATION.
Services supplied under this Contract shall comply with all federal Occupational Safety and Health Administration (OSHA) requirements and with all Oregon safety and health requirements, including those of the State of Oregon Workers' Compensation Division. Contractor shall notify OSU prior to using products containing hazardous chemicals to which OSU employees may be exposed. Products containing hazardous chemicals are those products defined by Oregon Administrative Rules, Chapter 437. Upon OSU's request, Contractor shall immediately provide Material Safety Data Sheets, as required by OAR ch. 437, for the products subject to this provision.
- F. FIREARMS POLICY.
OSU has adopted a policy that prohibits Contractor and Contractor's employees, agents, and subcontractors from possessing firearms on OSU property.
- G. PARKING.
Contractors doing business on the OSU campus may be required to have a permit to park if utilizing restricted street parking or parking lots. Contractor parking permits may be obtained through OSU's Office of Transit & Parking Services.
- H. SECURITY/BACKGROUND CHECKS
The OSU facilities in which work performed under this Contract is performed are designated as critical, occupied or security sensitive facilities. Thus, Contractor shall conduct criminal background checks, including sex offender registration checks, (for both: Oregon at a minimum and national for Contractor employees that formerly lived outside of the state of Oregon) on each Contractor employee

and agent with satisfactory results before referral or placement at any OSU work location. The Contractor shall also conduct drug and alcohol testing of each Contractor employee and agent with satisfactory results before referral or placement at any OSU work location. Contractor must perform the criminal background checks and drug and alcohol testing within the 12 months immediately preceding referral or placement at any OSU work location.

Disqualifying crimes may include: 1) felony convictions of any kind within the last 8 years, 2) all crimes involving weapons or any kind ever committed, 3) all person to person crimes involving physical injury to another person ever committed, 4) sexual offenses of any kind ever committed, including stalking, and 5) child abuse, molestation, child pornography or other crimes involving child endangerment, including neglect and abandonment of any kind ever committed.

Contractor shall require Contractor's employees and agents to self-disclose to Contractor any new convictions that occur within three business days of the conviction and Contractor shall reassess the individual's assignment under this Contract.

OSU, at its discretion, may require Contractor to reassign a Contractor employee or agent to no longer perform work under this Contract or for OSU if, at any time, OSU believes that the Contractor employee or agent may create a danger to health or safety of the campus community.

Contractor is solely responsible for complying with all applicable federal, state or local laws, rule, and regulations, including but not limited to the Fair Credit Reporting Act and equal opportunity laws and regulations, when conducting background checks. The costs and Fair Credit Reporting Act obligations for criminal background checks and drug and alcohol testing are the responsibility of Contractor.

Contractor shall require Contractor's subcontractors and agents providing services under this Contract to comply with this provision. OSU may audit Contractor's background checks and drug and alcohol testing processes at any time to ensure compliance with this section. Failure of Contractor to comply with this section is a material breach of the Contract and may result in OSU seeking monetary damages or pursue other remedies, Contractor termination by OSU without further liability or obligation, or both. Contractor shall indemnify, defend and hold harmless OSU and its directors, agents, trustees and employees from all claims, suits, and actions arising out of or related to any and all claims relating to the conducting of such checks and testing and any adverse action that may be taken as a result of such checks and testing.

I. SEXUAL HARASSMENT POLICY.

OSU has policies that prohibit sexual harassment of members of the OSU community and in keeping with those policies Contractor and Contractor's employees, agents, and subcontractors are prohibited from engaging in sexual harassment of members of the OSU community.

J. SMOKING POLICY.

OSU has a policy that prohibits Contractor and Contractor's employees, agents, subcontractors from smoking on the OSU campus or other OSU owned property. The smoking prohibition includes all indoor and outdoor spaces.

K. WEBSITE ACCESSIBILITY.

If Contractor is designing or developing web page(s) for OSU under this Contract, Contractor shall design and develop (as applicable) the web page(s) in conformance with OSU's Policy on Information Technology Accessibility available at <http://oregonstate.edu/accessibility/ITpolicy>.

7. GENERAL TERMS AND CONDITIONS:

A. ORDER OF PRECEDENCE.

In the event of a conflict, all the terms and conditions of this Contract, its exhibits, and any amendments thereto supersede all terms and conditions on any forms used by the Contractor.

B. NO THIRD PARTY BENEFICIARY.

OSU and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third parties

C. ASSIGNMENT/SUBCONTRACT/DELEGATION.

Contractor shall not assign, subcontract, delegate or otherwise transfer any of its rights or obligations under this Contract, without the prior written approval of OSU. Any assignment of rights or delegation of duties is prohibited under this Section, whether by merger, consolidation, dissolution, operation of law or any other manner. Any purported assignment of rights or delegation of duties in violation of this Section is void. OSU's consent to delegation does not relieve Contractor of any of its performance obligations.

D. WAIVER.

No waiver of an obligation under this Contract is effective unless it is in writing and signed by the party granting the waiver. No failure or delay in exercising any right or remedy, or in requiring the satisfaction of any condition under this Contract operates as a waiver or estoppel of any right, remedy or condition.

E. ACCESS TO RECORDS AND AUDIT.

Contractor shall maintain accurate books, records, documents, and other evidence (collectively, "Records") following accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this Contract. Contractor shall permit OSU and the federal government and their respective duly authorized representatives to have access to the Records that are directly pertinent to this Contract for the purpose of conducting an audit, or other examination, or for creating excerpts or transcripts. Contractor shall maintain Records for OSU's review for at least six years beyond the term of the Contract. Contractor shall promptly remedy any discrepancies involving deviation from the terms of this Contract and shall promptly reimburse OSU for any commitments or expenditures found by OSU to have been in excess of amounts authorized by OSU under this Contract.

OSU shall have the right to an independent third-party audit of the Contractor's records associated with or related to the goods or services provided for under this Contract. OSU may request an independent third-party audit no more than one time per calendar year. OSU will determine the time-period that will be the subject of the audit. However, the entire term of the Contract, including the original term and any subsequent renewals or extensions, may be the subject of the independent third-party audit at any time. Contractor shall bear the full cost of such independent third-party audit.

F. GOVERNMENT EMPLOYMENT STATUS.

Contractor certifies that either (a) it is not currently employed by OSU or the federal government; or (b) if Contractor is so employed, Contractor has fully disclosed to OSU in writing such employment status, is in full compliance with any statutes, regulation, and OSU or the federal government policies regarding employee contracting, and agrees to indemnify and hold harmless OSU for any failure by Contractor to comply with such statutes, regulations, or policies.

G. INDEPENDENT CONTRACTOR STATUS.

The services to be rendered under this Contract are those of an independent Contractor. OSU reserves the right (a) to determine and modify the delivery schedule for the services and (b) to evaluate the quality of the services; however, OSU may not and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and

manner of performing the services. Contractor is not an officer, employee or agent of OSU as those terms are used in ORS 30.265. Contractor has no authority to act on behalf of OSU and shall not purport to make any representation, contract, or commitment on behalf of OSU.

H. NOTICE.

- a. A party giving or making any notice, request, demand or other communication (each a "Notice") pursuant to this Contract shall give the Notice in writing and use one of the following methods of delivery: personal delivery, United States Postal Service Registered or Certified Mail (return receipt requested and postage prepaid), overnight courier (with all fees prepaid), facsimile or e-mail to the other party's address as listed on the signature page of this Contract. Notice to OSU is to be delivered to the Contract Administrator and Departmental Administrator except where this Contract expressly directs or permits delivery of Notice to a different Department.
- b. Notice is effective: (i) if given by facsimile, upon receipt by the sending party of an appropriate facsimile confirmation; (ii) if given by e-mail, by confirmation of receipt by return e-mail, which is not satisfied by an automatically-generated message that the recipient is out of the office or otherwise unavailable; or (iii) if given by any other means, when delivered at the address specified in this Section.

OSU Contract Administrator

OSU PCMM

ATTN: [Contract No.] Contract Administrator

644 SW 13th Street

Corvallis, OR 97333

Telephone: (541) 737-4261

Fax: (541) 737-2170

E-mail: pacs@oregonstate.edu

and:

OSU Departmental Administrator

[Name]

[Title]

[Address]

[City, State, Zip]

Telephone: [Phone Number]

Fax: [Fax Number]

E-mail: [E-Mail Address]

CONTRACTOR Contract Administrator

[Name]

[Title]

[Address]

[City, State, Zip]

Telephone: [Phone Number]

Fax: [Fax Number]

E-mail: [E-Mail Address]

I. OSU NAME AND TRADEMARK.

Contractor shall not identify this Contract, nor use OSU's names, trademarks, service marks, or other proprietary marks in any of Contractor's marketing material, advertising, press releases, publicity matters or other promotional materials without the prior written consent of OSU, which consent may be withheld in OSU's sole discretion.

J. RECYCLED PRODUCTS.

Contractors will use recycled products, as defined in ORS 279A.010(1)(ii), to the maximum extent economically feasible in the performance of the Contract.

K. SALES AND USE TAXES.

OSU shall pay all applicable sales, excise, or use taxes in connection with this Contract. Invoices shall separately identify all such taxes and shall include either Contractor's sales tax or use tax permit number. Contractor shall be responsible for all other taxes, including taxes based upon Contractor's income. Contractor shall indemnify, defend, and hold harmless OSU from and against any interest, penalties, or other charges resulting from the non-payment or late payment of taxes or other charges for which Contractor failed to invoice OSU or which Contractor otherwise failed to pay in a timely manner.

L. FORCE MAJEURE.

Neither party is responsible for delay caused by an act or event that prevents the party from performing its obligations under this Contract where such cause is beyond the party's reasonable control and the nonperforming party has been unable to avoid or overcome the act or event by the exercise of due diligence. Such acts or events include without limitation fire, riot, acts of nature, terrorist acts, or other acts of political sabotage or war. Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay and shall, upon cessation of the cause, diligently pursue performance of its obligations under this Contract. However, if delay due to a force majeure event continues for an unreasonable time, as determined by OSU, then OSU is entitled to terminate the Contract.

M. PERMISSIVE COOPERATIVE PROCUREMENTS.

Contractor agrees to make prices offered under this Contract available to other Oregon public agencies upon the same terms and conditions set forth in this Contract. The prices offered to other public agencies shall be at the same rate as offered to OSU. OSU does not guarantee purchases from any other public agencies. Any such purchases by a public agency other than OSU are directly between the Contractor and the other public agency. The other public agency enjoys the same obligations and rights as OSU under this Contract, except for the Administrative Fee which shall be paid to OSU and not to the other public agency. Contractor shall provide written notification to OSU when a new public agency begins utilizing this Contract. The total expenditures of other public entities shall be included in the volumes reported to OSU and included in the calculation of the Contract Administrative Fee. Should the total purchases by OSU and other public entities collectively trigger any volume discounts, Contractor shall apply such discounts to fees charged to OSU.

N. EXECUTION AND COUNTERPARTS.

This Contract may be executed by facsimile or PDF and in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

O. SURVIVAL.

The terms and conditions of this Contract that by their sense and context are intended to survive termination or expiration hereof shall so survive.

P. SEVERABILITY.

If any provision of this Contract is determined to be invalid, illegal or unenforceable, the remaining provisions of this Contract remain in full force and effect if the essential terms and conditions of this Contract for both parties remain valid, legal and enforceable.

Q. MERGER.

This Contract, including all documents referred to herein and attached hereto, constitutes the entire agreement between the parties and supersedes all prior representations, understanding and agreements between the parties. It is the complete and exclusive expression of the parties' agreement on the matters contained in this Contract. No amendment, consent, or waiver of terms of this Contract shall bind either party unless it is in writing and signed by authorized representatives of each of the parties and clearly identifies as an amendment, consent or waiver. Any such amendment, consent, or waiver is effective only in the specific instance and for the specific purpose given.

**EXHIBIT B
CERTIFICATIONS**

By signature on this certification the undersigned certifies that they are authorized to act on behalf of the Proposer and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS

The undersigned hereby certifies under penalty of perjury that the Proposer, to the best of the undersigned's knowledge, is not in violation of any tax laws described in ORS 305.380(4).

SECTION II. COMPLIANCE WITH SOLICITATION

The undersigned agrees and certifies that they:

1. Have read, fully understands and agrees to be bound by the Request for Proposal and all Exhibits and Addenda to the Request for Proposal; and
2. Are an authorized representative of the Proposer, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Proposal or Contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the Request for Proposal and the Contract; and
4. Has provided a correct Federal Employer Identification Number or Social Security Number with the Proposal.

SECTION III. PERMISSIVE COOPERATIVE PROCUREMENTS

If Proposer is awarded a contract from this Request for Proposal, Proposer hereby (check one)

- agrees
- disagrees

to offer the resulting contractual terms and prices to other public institutions.

Authorized Signature: _____ Date: _____

Name (Type or Print): _____ Telephone: (____) _____

Title: _____ Fax: (____) _____

FEIN ID# or SSN# (required): _____ Email: _____

Company: _____

Address, City, State, Zip: _____

Construction Contractors Board (CCB) License Number (if applicable): _____

Business Designation (check one):

- Corporation
- Partnership
- LLC
- Sole Proprietorship
- Non-Profit

**EXHIBIT C
REFERENCES**

REFERENCE 1

COMPANY: _____ CONTACT NAME: _____
ADDRESS: _____ PHONE NUMBER: _____
CITY, STATE ZIP: _____ FAX NUMBER: _____
WEBSITE: _____ E-MAIL: _____
GOODS OR SERVICES PROVIDED: _____

REFERENCE 2

COMPANY: _____ CONTACT NAME: _____
ADDRESS: _____ PHONE NUMBER: _____
CITY, STATE ZIP: _____ FAX NUMBER: _____
WEBSITE: _____ E-MAIL: _____
GOODS OR SERVICES PROVIDED: _____

REFERENCE 3

COMPANY: _____ CONTACT NAME: _____
ADDRESS: _____ PHONE NUMBER: _____
CITY, STATE ZIP: _____ FAX NUMBER: _____
WEBSITE: _____ E-MAIL: _____
GOODS OR SERVICES PROVIDED: _____

**EXHIBIT D
PRICING**

**TABLE A
Detailed Scope of Work as Outlined in Attachment A**

Stakeholder	Description	Cost per Square foot	Total Cost Per Month
Facilities	Scope of work as outlined in Attachment A	\$ _____/sq. ft. (sq. ft.*)	\$
Athletics	Scope of work as outlined in Attachment A	\$ _____/sq. ft. sq. ft.*)	\$
Student Health Services	Scope of work as outlined in Attachment A	\$ _____/sq. ft. (sq. ft.*)	\$

One time or non-regular tasks (list hourly rate for those tasks requested that do not fall under scope of work)

\$ _____ hourly rate

If one time or non-regular tasks are requested, Contractor to provide to Stakeholder a written estimate of number of hours needed to accomplish task. Actual charges shall not exceed estimate unless approved in writing by Stakeholder. Written estimates shall use the agreed upon hourly rate as called out in the Contract. Any extra work shall be followed up with a written report that details the index, cost, description of work, and date performed sent to each Stakeholder based on work performed. This will be the basis to reconcile monthly invoices. Contractor must have Stakeholder pre-approval before commencing any one time or non-regular work unless in an emergency situation. Contractors and Stakeholders to define protocol for work needing to be performed in an emergency situation.

**TABLE B
*Special Events as Outlined in Attachment A**

Stakeholder	Event	Number of Events	Per event Cost	Total Cost
Athletics	Football Games	6	\$	\$
Athletics	Men's and Women's Soccer Games	20	\$	\$
Athletics	Women's Volleyball Games	12	\$	\$
Athletics	Men's Basketball Games	16	\$	\$
Athletics	Women's Basketball Games	16	\$	\$
Athletics	Wrestling	6	\$	\$

Athletics	Women's Gymnastics	6	\$	\$
Athletics	Baseball	27	\$	\$
Athletics	Softball	16	\$	\$
Athletics	Track & Field Meet	1		\$

*OSU will pay a per event fee for each event as listed above. Contractor is expected to manage staff such that there is enough coverage to meet all regularly scheduled tasks and event tasks. OSU will not pay a per hour or overtime rate for events. However, if Contractor staff is not needed at an event or is not needed for the entirety of the event, OSU will only pay for the hours worked. Rate to be negotiated.

TABLE C
Floor Care Service Costs

	Cost/SqFt
Task	As Needed
Deep Carpet Extraction	
Strip and Wax Floors	

EXHIBIT E
APPA CLEANING STANDARD SCENARIOS

OSU is looking to bring on a Contractor that has familiarity of APPA standard cleaning standards or other industry known and accepted standards. OSU's preference is that Contractor will consistently clean at a level three or higher as designated. For reference the following is the APPA scale:

- Level 1- Orderly Spotlessness
- Level 2- Ordinary Tidiness
- Level 3- Casual Inattention
- Level 4- Moderate Dinginess
- Level 5- Unkempt Neglect

In order to establish how this scale is interpreted by each Proposer, OSU is asking for each Proposer to address the following cleaning standards based on the following format:

- Location:
- APPA cleaning level:
- General tasks associated with location
- Frequency of tasks associated with location
- Define what cleaning effort is required to meet APPA cleaning level

Proposer to define tasks, frequency of tasks and cleaning effort required in each scenario below. Use additional pages as necessary to detail each scenario.

Scenario 1

Location: General Office Space
APPA cleaning level: 3
General tasks associated with location:
Frequency of tasks associated with location:
Define what cleaning effort is required to meet APPA cleaning level:

Scenario 2

Location: Restrooms
APPA cleaning level: 2
General tasks associated with location:
Frequency of tasks associated with location:
Define what cleaning effort is required to meet APPA cleaning level:

Scenario 3

Location: Locker Rooms
APPA cleaning level: 2
General tasks associated with location:
Frequency of tasks associated with location:
Define what cleaning effort is required to meet APPA cleaning level:

Scenario 4

Location: General Classroom Space
APPA cleaning level: 3
General tasks associated with location:
Frequency of tasks associated with location:
Define what cleaning effort is required to meet APPA cleaning level:

Scenario 5

Location: Veterinary Medicine (Magruder)
APPA cleaning level: 2
General tasks associated with location:
Frequency of tasks associated with location:
Define what cleaning effort is required to meet APPA cleaning level:

Scenario 6

Location: Exam Room (Student Health Services)
APPA cleaning level: 1
General tasks associated with location:
Frequency of tasks associated with location:
Define what cleaning effort is required to meet APPA cleaning level:

Scenario 7

Location: Breakrooms and conference rooms
APPA cleaning level: 3
General tasks associated with location:
Frequency of tasks associated with location:
Define what cleaning effort is required to meet APPA cleaning level:

Scenario 8

Location: Non-assigned general areas (i.e. hallways/vestibules)
APPA cleaning level: 3
General tasks associated with location:
Frequency of tasks associated with location:
Define what cleaning effort is required to meet APPA cleaning level:

**ATTACHMENT A
SCHEDULES, TASKS, OTHER**

The schedules, tasks and other detail listed below are broken out by Stakeholder. The level of cleanliness for each functional area shall match the level in the scenarios in Exhibit E. It is expected that day porters will be used under the contract. It is further expected that the janitorial staff shall be able to respond to a slip/trip/fall hazard or bodily fluid request within thirty (30) minutes or less. Response time for requests made by Athletics shall be no more than two (2) hours.

Facilities

Facilities has over 5,000,000 square feet of building space. The following is a list of buildings broken down by cleanable space. The square feet of space listed is an estimate based on data pulled from OSU's Capital and Planning Space Management group and is subject to change.

Building Name	Location Description	Approximate Square Feet
Kearney Hall	Classroom Facilities	8,969
	Laboratory Facilities	1,279
	Office Facilities	6,073
	Study Facilities	920
	General Use Facilities	352
	Circulation Area	6,766
	Building Service Area	1,449
Merryfield Hall	Unclassified Area	12,438
	Laboratory Facilities	4,409
	Office Facilities	788
	General Use Facilities	145
	Support Facilities	4,290
	Circulation Area	1,073
	Building Service Area	190
Kelley Engineering Center	Classroom Facilities	4,242
	Laboratory Facilities	13,258
	Office Facilities	46,617
	Study Facilities	6,193
	General Use Facilities	1,655
	Support Facilities	3,736
	Circulation Area	35,611
	Building Service Area	2,376
Graf Hall	Classroom Facilities	553
	Laboratory Facilities	21,555
	Office Facilities	5,956
	Circulation Area	5,541
	Building Service Area	529
Covell Hall	Classroom Facilities	3,128
	Laboratory Facilities	5,157
	Office Facilities	12,113
	Support Facilities	689
	Circulation Area	7,913

	Building Service Area	592
Johnson Hall	Classroom Facilities	3,998
	Laboratory Facilities	18,047
	Office Facilities	10,876
	Study Facilities	2,883
	Support Facilities	764
	Circulation Area	10,696
	Building Service Area	1,798
Batcheller Hall	Unclassified Area	934
	Classroom Facilities	2,295
	Laboratory Facilities	4,739
	Office Facilities	5,068
	Circulation Area	3,837
	Building Service Area	255
Dearborn Hall	Classroom Facilities	1,885
	Laboratory Facilities	30,383
	Office Facilities	8,672
	Support Facilities	2,518
	Circulation Area	13,009
	Building Service Area	1,302
Gilbert Hall Addition	Classroom Facilities	1,031
	Laboratory Facilities	27,641
	Office Facilities	97
	Support Facilities	262
	Circulation Area	9,938
	Building Service Area	1,335
Shepard Hall	Classroom Facilities	1,477
	Office Facilities	5,196
	Study Facilities	285
	Support Facilities	482
	Circulation Area	1,785
	Building Service Area	463
Gilbert Hall	Unclassified Area	1,160
	Classroom Facilities	7,516
	Laboratory Facilities	23,732
	Office Facilities	14,084
	Study Facilities	327
	Support Facilities	6,674
	Circulation Area	17,177
	Building Service Area	1,210
Gleeson Hall	Classroom Facilities	2,069
	Laboratory Facilities	14,263
	Office Facilities	4,638
	Support Facilities	616
	Circulation Area	8,021

	Building Service Area	815
Weniger Hall	Unclassified Area	1,945
	Classroom Facilities	15,617
	Laboratory Facilities	75,760
	Office Facilities	35,997
	Study Facilities	506
	Special Use Facilities	3,078
	General Use Facilities	545
	Support Facilities	4,446
	Circulation Area	38,829
	Building Service Area	2,461
	Bexell Hall	Classroom Facilities
Laboratory Facilities		4,231
Office Facilities		17,373
General Use Facilities		2,162
Support Facilities		1,123
Circulation Area		11,013
Building Service Area		2,067
Rogers Hall		Classroom Facilities
	Laboratory Facilities	19,587
	Office Facilities	8,216
	Study Facilities	804
	General Use Facilities	114
	Support Facilities	122
	Circulation Area	9,789
	Building Service Area	1,061
Milne Computer Center	Laboratory Facilities	3,269
	Office Facilities	8,636
	Support Facilities	2,851
	Circulation Area	3,384
	Building Service Area	629
Nash Hall	Classroom Facilities	4,031
	Laboratory Facilities	38,704
	Office Facilities	15,697
	Special Use Facilities	656
	General Use Facilities	3,342
	Support Facilities	555
	Circulation Area	19,535
	Building Service Area	1,230
Owen Hall	Classroom Facilities	5,381
	Laboratory Facilities	13,090
	Office Facilities	11,332
	Study Facilities	693
	General Use Facilities	198
	Support Facilities	2,336

	Circulation Area	12,732
	Building Service Area	1,627
Learning Innovation Center	Classroom Facilities	37,036
	Laboratory Facilities	3,322
	Office Facilities	13,100
	Study Facilities	8,409
	Special Use Facilities	2,070
	General Use Facilities	1,501
	Support Facilities	2,836
	Circulation Area	43,688
	Building Service Area	3,899
	East Greenhouse Work Shed	Special Use Facilities
Community Hall	Unclassified Area	1,078
	Classroom Facilities	5,981
	Laboratory Facilities	2,428
	Office Facilities	5,657
	Study Facilities	500
	Support Facilities	852
	Circulation Area	4,264
	Building Service Area	464
Joyce Collin Furman Hall	Classroom Facilities	6,148
	Laboratory Facilities	1,290
	Office Facilities	13,007
	Study Facilities	864
	General Use Facilities	934
	Support Facilities	803
	Circulation Area	8,002
	Building Service Area	1,136
Hattie Redmond Women and Gender Center	Office Facilities	519
	General Use Facilities	937
	Support Facilities	1,389
	Building Service Area	45
Pharmacy	Classroom Facilities	2,617
	Laboratory Facilities	14,231
	Office Facilities	5,970
	Study Facilities	1,026
	Special Use Facilities	248
	Support Facilities	1,212
	Circulation Area	7,783
	Building Service Area	780
Kidder Hall	Unclassified Area	798
	Classroom Facilities	9,278
	Laboratory Facilities	5,048
	Office Facilities	25,478
	Study Facilities	1,374

	Special Use Facilities	2,107
	General Use Facilities	295
	Support Facilities	1,463
	Circulation Area	18,183
	Building Service Area	1,556
The Valley Library	Classroom Facilities	6,272
	Office Facilities	41,941
	Study Facilities	179,712
	Special Use Facilities	2,216
	General Use Facilities	5,043
	Support Facilities	2,046
	Circulation Area	39,421
	Building Service Area	4,830
Gilkey Hall	Unclassified Area	4,594
	Classroom Facilities	2,978
	Office Facilities	5,753
	Support Facilities	280
	Circulation Area	4,312
	Building Service Area	1,014
Strand Agriculture Hall	Unclassified Area	2,883
	Classroom Facilities	17,509
	Laboratory Facilities	1,198
	Office Facilities	34,270
	Study Facilities	230
	Special Use Facilities	212
	General Use Facilities	3,172
	Support Facilities	5,523
	Circulation Area	26,994
	Building Service Area	2,745
Physical Plant - Lube Bldg	Support Facilities	515
Physical Plant - Vehicle Shed A	Support Facilities	2,352
Physical Plant - Vehicle Shed B	Support Facilities	676
The Access Lock and Key Shop	Office Facilities	237
	Study Facilities	5,117
	Support Facilities	993
	Circulation Area	44
	Building Service Area	53
Physical Plant Shops	Office Facilities	3,324
	Support Facilities	20,293
	Circulation Area	710
	Building Service Area	339
Physical Plant Vehicle Shed	Support Facilities	1,348
Physical Plant Material Shed	Support Facilities	2,384
Physical Plant - Paint Shop	Office Facilities	525
	Support Facilities	2,912

	Building Service Area	140
McAlexander Fieldhouse	Classroom Facilities	4,290
	Laboratory Facilities	157
	Office Facilities	5,115
	Study Facilities	712
	Special Use Facilities	36,551
	Support Facilities	2,039
	Circulation Area	5,045
	Building Service Area	1,883
Anderson and Keeling Memorial Target Range	Special Use Facilities	3,833
	Circulation Area	52
Physical Plant Heating Plant	Office Facilities	699
	Support Facilities	7,052
	Circulation Area	112
	Building Service Area	65
Cascade Hall	Unclassified Area	9,320
	Classroom Facilities	4,412
	Laboratory Facilities	620
	Office Facilities	5,930
	Study Facilities	530
	Special Use Facilities	514
	General Use Facilities	2,703
	Support Facilities	4,713
	Circulation Area	5,390
	Building Service Area	987
Industrial Building Annex	Unclassified Area	333
	Support Facilities	3,169
	Circulation Area	56
Adams Hall	Unclassified Area	444
	Office Facilities	5,737
	Special Use Facilities	755
	Support Facilities	1,170
	Circulation Area	1,453
	Building Service Area	238
Kerr Administration Bldg		
	Unclassified Area	5,225
	Office Facilities	71,584
	Study Facilities	759
	Special Use Facilities	194
	General Use Facilities	886
	Support Facilities	9,078
	Circulation Area	20,739
Building Service Area	3,758	
Ballard Extension Hall	Laboratory Facilities	1,133
	Office Facilities	27,598

	Study Facilities	295
	Support Facilities	1,586
	Circulation Area	6,130
	Building Service Area	1,302
Burt Hall	Classroom Facilities	1,594
	Laboratory Facilities	18,123
	Office Facilities	17,103
	Special Use Facilities	209
	Support Facilities	3,554
	Circulation Area	16,711
	Building Service Area	1,592
Bates Hall	Laboratory Facilities	273
	Office Facilities	3,280
	General Use Facilities	4,033
	Support Facilities	316
	Circulation Area	3,291
	Building Service Area	296
Wilkinson Hall	Classroom Facilities	10,909
	Laboratory Facilities	10,752
	Office Facilities	11,027
	Study Facilities	310
	General Use Facilities	32
	Support Facilities	286
	Circulation Area	10,409
	Building Service Area	1,010
Linus Pauling Science Center	Classroom Facilities	4,657
	Laboratory Facilities	34,738
	Office Facilities	11,644
	Special Use Facilities	1,966
	General Use Facilities	2,820
	Support Facilities	1,445
	Circulation Area	25,311
	Building Service Area	2,415
Cordley Hall	Unclassified Area	11
	Classroom Facilities	7,484
	Laboratory Facilities	82,104
	Office Facilities	40,940
	Study Facilities	1,893
	General Use Facilities	6,524
	Support Facilities	2,986
	Circulation Area	48,025
	Building Service Area	4,509
East Greenhouse	Office Facilities	862
	Special Use Facilities	26,015
	Circulation Area	192

	Building Service Area	103
Withycombe Hall	Classroom Facilities	6,548
	Laboratory Facilities	27,989
	Office Facilities	9,877
	Study Facilities	1,289
	General Use Facilities	1,387
	Support Facilities	4,131
	Circulation Area	14,086
	Building Service Area	1,566
Hallie E. Ford Center	Classroom Facilities	1,114
	Laboratory Facilities	1,786
	Office Facilities	5,515
	General Use Facilities	1,132
	Support Facilities	107
	Circulation Area	6,501
	Building Service Area	955
Energy Center	Office Facilities	1,500
	Support Facilities	387
	Circulation Area	420
	Building Service Area	167
Agricultural & Life Sciences Bldg	Classroom Facilities	6,348
	Laboratory Facilities	88,391
	Office Facilities	32,097
	Study Facilities	503
	Special Use Facilities	291
	General Use Facilities	203
	Support Facilities	4,718
	Circulation Area	20,677
	Building Service Area	2,725
Crop Science Building	Classroom Facilities	3,544
	Laboratory Facilities	12,770
	Office Facilities	14,882
	Study Facilities	233
	General Use Facilities	363
	Support Facilities	2,806
	Circulation Area	10,344
	Building Service Area	1,514
Milam Hall	Classroom Facilities	22,506
	Laboratory Facilities	17,875
	Office Facilities	24,462
	Study Facilities	315
	General Use Facilities	1,615
	Support Facilities	1,511
	Circulation Area	22,966
	Building Service Area	2,176

Fairbanks Annex	Unclassified Area	2,657
Gilmore Hall	Classroom Facilities	767
	Laboratory Facilities	4,577
	Office Facilities	5,488
	General Use Facilities	404
	Support Facilities	104
	Circulation Area	2,386
	Building Service Area	712
Women's Building	Classroom Facilities	1,459
	Laboratory Facilities	8,042
	Office Facilities	8,742
	Special Use Facilities	31,933
	General Use Facilities	1,661
	Support Facilities	1,469
	Circulation Area	11,769
	Building Service Area	454
Fairbanks Hall	Unclassified Area	6,680
	Classroom Facilities	2,785
	Laboratory Facilities	9,155
	Office Facilities	4,674
	General Use Facilities	3,076
	Support Facilities	981
	Circulation Area	5,093
	Building Service Area	787
Clark Laboratory	Laboratory Facilities	5,256
	Office Facilities	115
	Special Use Facilities	286
	General Use Facilities	140
	Support Facilities	569
	Circulation Area	353
	Building Service Area	212
Jefferson Street Building	Office Facilities	19,801
	General Use Facilities	1,157
	Support Facilities	793
	Circulation Area	3,329
	Building Service Area	662
Austin Hall	Classroom Facilities	16,262
	Laboratory Facilities	6,072
	Office Facilities	26,362
	Study Facilities	3,450
	General Use Facilities	5,230
	Support Facilities	700
	Circulation Area	29,193
	Building Service Area	3,921
Gilmore Annex	Classroom Facilities	332

	Laboratory Facilities	1,995
	Office Facilities	681
	Support Facilities	1,758
	Circulation Area	319
	Building Service Area	10
Hovland Hall	Unclassified Area	159
	Classroom Facilities	948
	Office Facilities	8,926
	General Use Facilities	236
	Support Facilities	439
	Circulation Area	2,066
	Building Service Area	425
Radiation Center Greenhouse	Special Use Facilities	200
Radiation Center	Classroom Facilities	1,166
	Laboratory Facilities	23,918
	Office Facilities	7,929
	Support Facilities	33
	Circulation Area	7,515
	Building Service Area	771
Snell Hall	Unclassified Area	4,179
	Laboratory Facilities	17,318
	Office Facilities	34,645
	Study Facilities	1,387
	Special Use Facilities	5,770
	General Use Facilities	971
	Support Facilities	3,912
	Health Care Facilities	540
	Circulation Area	20,442
	Building Service Area	2,603
Seed Laboratory	Laboratory Facilities	7,576
	Office Facilities	1,768
	Circulation Area	745
	Building Service Area	99
Waldo Hall	Classroom Facilities	4,402
	Laboratory Facilities	5,432
	Office Facilities	30,499
	Study Facilities	1,766
	General Use Facilities	784
	Support Facilities	1,421
	Circulation Area	16,245
	Building Service Area	2,346
Filtering Plant	Special Use Facilities	762
	Support Facilities	692
	Circulation Area	27
Langton Hall	Classroom Facilities	2,088

	Laboratory Facilities	5,257
	Office Facilities	6,808
	Special Use Facilities	58,805
	Support Facilities	948
	Circulation Area	7,797
	Building Service Area	839
Moreland Hall	Classroom Facilities	5,126
	Laboratory Facilities	2,269
	Office Facilities	9,493
	General Use Facilities	280
	Support Facilities	149
	Circulation Area	6,065
	Building Service Area	696
Heckart Lodge	Classroom Facilities	698
	Laboratory Facilities	1,617
	Office Facilities	4,108
	Study Facilities	285
	General Use Facilities	738
	Support Facilities	155
	Circulation Area	3,001
	Building Service Area	845
Navy ROTC Armory	Classroom Facilities	2,279
	Laboratory Facilities	167
	Office Facilities	2,731
	Special Use Facilities	1,533
	General Use Facilities	3,211
	Support Facilities	310
	Circulation Area	1,385
	Building Service Area	311
Reed Lodge	Classroom Facilities	217
	Laboratory Facilities	2,417
	Office Facilities	3,892
	General Use Facilities	128
	Support Facilities	47
	Circulation Area	3,245
	Building Service Area	867
Wiegand Hall	Classroom Facilities	4,925
	Laboratory Facilities	26,009
	Office Facilities	6,333
	General Use Facilities	529
	Support Facilities	1,680
	Circulation Area	10,774
	Building Service Area	1,138
West Greenhouse (W17-20)	Special Use Facilities	11,544
	Circulation Area	87

West Greenhouse (W13-16)	Laboratory Facilities	92
	Special Use Facilities	22,653
	Circulation Area	8,752
	Building Service Area	24
West Greenhouse (W21)	Special Use Facilities	2,677
West Greenhouse (W8&9)	Laboratory Facilities	671
	Special Use Facilities	8,795
	Circulation Area	2,344
West Greenhouse (W10)	Laboratory Facilities	1,059
	Office Facilities	420
	General Use Facilities	235
	Circulation Area	253
West Greenhouse Glass	Special Use Facilities	1,035
Motor Pool	Office Facilities	1,075
	Support Facilities	5,185
	Circulation Area	91
	Building Service Area	136
Motor Pool Annex	Unclassified Area	137
	Office Facilities	296
	Special Use Facilities	82
	Support Facilities	5,759
	Building Service Area	75
Hinsdale Wave Research Lab	Laboratory Facilities	58,607
	Office Facilities	2,913
	Support Facilities	1,352
	Circulation Area	1,527
	Building Service Area	223
West Greenhouse (W11&12) Hort/GC	Special Use Facilities	8,744
	Support Facilities	2,583
	Circulation Area	2,184
West Greenhouse (W6&7)	Laboratory Facilities	1,427
	Office Facilities	259
	Special Use Facilities	8,367
	Support Facilities	607
	Circulation Area	2,419
	Building Service Area	74
West Greenhouse (W5)	Special Use Facilities	3,113
Environmental Health & Safety Annex	Office Facilities	1,153
	Support Facilities	4,848
	Building Service Area	168
Softball Field Restrooms	Support Facilities	77
	Building Service Area	657
Richardson Hall	Classroom Facilities	3,568
	Laboratory Facilities	32,325
	Office Facilities	20,627

	Study Facilities	537
	Special Use Facilities	965
	General Use Facilities	374
	Support Facilities	1,486
	Circulation Area	21,486
	Building Service Area	1,665
Dryden Hall	Classroom Facilities	929
	Laboratory Facilities	8,682
	Office Facilities	4,327
	Study Facilities	133
	General Use Facilities	322
	Support Facilities	58
	Circulation Area	3,898
	Building Service Area	638
Magruder Hall	Classroom Facilities	3,925
	Laboratory Facilities	11,582
	Office Facilities	12,152
	Study Facilities	2,141
	Special Use Facilities	1,835
	General Use Facilities	1,189
	Support Facilities	4,014
	Health Care Facilities	42,874
	Circulation Area	26,425
	Building Service Area	1,851
Vet Research Lab	Laboratory Facilities	104
	Office Facilities	547
	Health Care Facilities	3,841
	Circulation Area	762
	Building Service Area	482
Vet Horse Barn (Pole Bldg)	Laboratory Facilities	2,929
	Special Use Facilities	2,483
Pole Barn		
Manure Shed		
Vet Dairy Barn	Laboratory Facilities	752
	Office Facilities	260
	Support Facilities	5,352
	Circulation Area	2,733
	Building Service Area	19
Vet Sheep Barn		
Oceanography Staging Bldg-Cyclotron	Support Facilities	3,053
	Circulation Area	44
	Building Service Area	15
Aero Engineering Lab	Laboratory Facilities	3,309
	Circulation Area	21
	Building Service Area	22

Entomology Machine Storage	Support Facilities	2,062
	Building Service Area	155
Fumigatorium & Shop	Special Use Facilities	1,281
Dust Mixing Machine Storage	Special Use Facilities	744
Apiary (Bee) Building	Unclassified Area	705
	Laboratory Facilities	1,458
	Office Facilities	246
	Circulation Area	197
	Building Service Area	49
Whyte Track & Field Center		
Nursery Storage	Special Use Facilities	370
Oak Creek Feeding Shelter	Special Use Facilities	857
LaSells Stewart Center	Office Facilities	1,435
	Special Use Facilities	829
	General Use Facilities	30,540
	Support Facilities	2,594
	Circulation Area	4,295
	Building Service Area	1,335
CH2M Hill Alumni Center	Office Facilities	8,720
	Study Facilities	658
	General Use Facilities	16,677
	Support Facilities	1,646
	Circulation Area	12,125
	Building Service Area	1,466
Beth Ray Center For Academic Support	Classroom Facilities	2,371
	Laboratory Facilities	1,005
	Office Facilities	4,503
	Study Facilities	10,960
	General Use Facilities	1,452
	Support Facilities	627
	Circulation Area	6,393
	Building Service Area	1,338
Radiation Center Office Building	Office Facilities	
	Building Service Area	
A.A Red Emmerson Advanced Wood Products Laboratory	Classroom Facilities	1,026
	Laboratory Facilities	12,056
	Office Facilities	721
	Support Facilities	1,773
	Circulation Area	421
	Building Service Area	96
George W. Peavy Forest Science Center		
Magruder Lecture Hall		
Marine Geology Core Lab	Laboratory Facilities	1,599
	Office Facilities	277
	Support Facilities	2,194

	Building Service Area	72
Marine Technician Building	Laboratory Facilities	840
	Office Facilities	707
	Support Facilities	472
	Circulation Area	178
	Building Service Area	55
Marine Geology Repository	Laboratory Facilities	2,527
	Support Facilities	353
	Building Service Area	56
Coastal Oceanography Lab	Laboratory Facilities	1,231
	Office Facilities	130
	Support Facilities	777
	Building Service Area	48
Oceanography Instrumentation Lab	Laboratory Facilities	1,750
	Circulation Area	352
	Building Service Area	55
Ocean Mixing Lab	Laboratory Facilities	1,697
	Office Facilities	158
	Circulation Area	240
	Building Service Area	75
Oceanography Buoy Lab	Laboratory Facilities	1,281
	Office Facilities	643
	Circulation Area	214
	Building Service Area	50
Lab Animal Resources Center	Laboratory Facilities	1,857
	Office Facilities	588
	Special Use Facilities	2,271
	General Use Facilities	464
	Support Facilities	1,900
	Health Care Facilities	427
	Circulation Area	1,367
	Building Service Area	342
CW Hay Bedding	Special Use Facilities	2,837
Feeding Shelter 1	Special Use Facilities	7,270
Feed Center	Special Use Facilities	4,439
Animal Physiology Lab	Laboratory Facilities	1,211
	Building Service Area	126
Farm Service	Office Facilities	92
	Support Facilities	3,848
	Building Service Area	67
Farm Service Quonset	Special Use Facilities	2,288
Farm Service Equip Storage 2	Special Use Facilities	2,160
Chemical Storage	Special Use Facilities	2,160
Rabbit Research Lab I	Special Use Facilities	7,071
Rabbit Research Lab II	Special Use Facilities	4,653

James E. Oldfield Animal Teaching Facility	Classroom Facilities	2,271
	Laboratory Facilities	2,753
	Office Facilities	945
	Special Use Facilities	6,909
	General Use Facilities	855
	Support Facilities	1,277
	Circulation Area	1,388
	Building Service Area	698
Beef Pole Barn	Special Use Facilities	1,080
Precision Agricultural Systems Ctr	Office Facilities	280
	Support Facilities	9,159
	Circulation Area	63
	Building Service Area	394
Hogg Animal Metabolism Laboratory	Laboratory Facilities	85
	Office Facilities	119
	Special Use Facilities	12,873
	Support Facilities	1,012
	Circulation Area	300
	Building Service Area	211
Commodity Storage Facility	Special Use Facilities	963
Feed Barn	Special Use Facilities	1,360
Farm Service Equip Shed 1	Special Use Facilities	569
	Support Facilities	6,264
Farm Service Equip Shed 2	Support Facilities	3,267
Stocking Judging Pavilion	Classroom Facilities	24
	Special Use Facilities	2,225
Physical Plant Whse 1	Support Facilities	3,457
Physical Plant Whse 2	Support Facilities	1,940
Feeding Shelter 2	Special Use Facilities	5,197
Biological Curation	Support Facilities	2,240
	Building Service Area	40
SF Poultry Cage-Layer House	Special Use Facilities	6,336
SF Poultry Brooder	Special Use Facilities	3,744
SF Poultry Farm Storage Shed	Special Use Facilities	1,458
Mink Farm		
F R L Greenhouse	Laboratory Facilities	1,015
	Special Use Facilities	822
	Support Facilities	417
	Circulation Area	506
Oak Creek Hazmat Storage	Support Facilities	245
F R L Garage & Warehouse	Laboratory Facilities	3,107
	Special Use Facilities	7,893
F R L Warehouse	Special Use Facilities	1,750
	Support Facilities	979
F R L Insectary	Laboratory Facilities	123

	Special Use Facilities	233
Oak Creek Building	Unclassified Area	1,570
	Laboratory Facilities	25,160
	Office Facilities	11,061
	Support Facilities	5,381
	Circulation Area	7,083
	Building Service Area	1,219
F R L Solvent Shed	Support Facilities	332
F R L Lumber Storage	Laboratory Facilities	2,172
Oak Creek/Forestry Greenhouse	Special Use Facilities	5,478
EOA Sciences Admin Bldg	Office Facilities	5,318
	Study Facilities	578
	General Use Facilities	585
	Support Facilities	130
	Circulation Area	1,627
	Building Service Area	313
Dawes House	Unclassified Area	738
	Office Facilities	1,148
	General Use Facilities	287
	Circulation Area	230
	Building Service Area	77
Einerson House	Office Facilities	1,032
	General Use Facilities	466
	Support Facilities	541
	Circulation Area	315
	Building Service Area	53
Custodial Services Bldg	Unclassified Area	1,340
	Circulation Area	145
	Building Service Area	37
Custodial Garage	Support Facilities	204
Pride Center Storage	Support Facilities	293
Pride Center Garage	Support Facilities	297
Property Services	Office Facilities	3,450
	General Use Facilities	10,778
	Circulation Area	271
	Building Service Area	199
OSU Foundation Center	Office Facilities	16,969
	General Use Facilities	891
	Support Facilities	1,560
	Circulation Area	4,295
	Building Service Area	1,068
OSU Foundation Call Center	Unclassified Area	1,691
OSU Foundation Storage Shed 2	Support Facilities	264
OSU Foundation Storage Shed 1	Support Facilities	174
		4,190,781

Following is a list of tasks required by Facilities and frequencies:

Tasks to be completed each scheduled cleaning night

All Areas

Dust Mop or Sweep/Vacuum Non-Carpeted Floors and Stairs
Wet Mop - Debris / Spot Free
Vacuum Carpets - Debris Free
Clean and Disinfect Drinking Fountains
Clean and Disinfect All Touch-Points
Remove Trash
Clean Doors, Door Glass, and Frames
Change Burned-out Lights
Report Maintenance Items
Secure All Areas Post Cleaning
Sweep or Vacuum Stairs

Building Entrances

Clean Entrance Mats – Debris Free
Spot Clean Entrance Glass - Both Sides
Clean and Disinfect All Touch-Points
Refill Hand Sanitizer Dispensers
Building Security - Exterior Locking and Unlocking Per OSP Schedule

Classrooms

Restore Furniture to Standard Arrangement
Clean Chalkboards / Whiteboards
Clean Doors, Door Glass, and Walls

Laboratories

Refill Paper Products Dispensers
Refill Soap Dispensers

Restrooms/Locker Rooms>Showers

Clean Mirrors
Refill Paper Products Dispensers
Refill Soap Dispensers
Clean and Disinfect Sinks
Clean and Disinfect Toilets and Urinals
De-scale Toilets and Urinals – As Needed
Spot Clean Walls, Partitions, Doors, Remove Graffiti
Clean Floor Drain
Mop and Disinfect Floor
Clean and Disinfect All Touch-Points
Dust Locker Tops and Other Surfaces
Mop / Disinfect Runners

Kitchen/Breakrooms

Clean Tables, Counters, and Sinks As Available
Refill Towel and Soap Dispensers

Clinical Rooms

Clean and Disinfect All Touch-Points
Clean and Disinfect Client and Clinician Seating / Tables / Tissue dispensing

Spot Clean Walls, Doors with particular attention to removing drips and stains

Remove Trash

Tasks to be completed per noted frequency

WEEKLY

Spot Clean Tables, Student Seats, Desks - Classrooms Only

Vacuum Swimming Pools

Sweep Building Entrances, Landings, and Steps

MONTHLY TASKS

Dust Common Area / Classrooms – 7' and Below

Remove, Launder and Replace all portable entry walk-off mats

Locker Rooms / Showers – Scrub / Power Wash Shower Walls, Ceiling and Floor

Scrub Pool Deck(s) & Pool Gutters

QUARTERLY TASKS

Clean and Spray Buff –Main Floor Hallways, Vestibules and Entryways.

Sweep Loading Docks, Trash and Recycling Collection Areas

Deep Clean Classrooms, Auditoriums, and Class Labs

Dust Building Surfaces and Furniture - e.g. window sills, ledges, fixed horizontal surfaces, etc

Deep Clean Entryways, Hallways, Vestibules, and Stairways, *All Public areas*

ANNUAL TASKS

Clean All Entry Glass

High Dust Building Areas above 7'

Sweep/Vacuum Floors in Storage, Issue, Equipment etc. *All level 0 areas (see defined exceptions)*

Hard Surface Clean and Spray Buff –Hallways other than main floors(-see Quarterly for Main Floors)

Power Wash Exterior Trash Receptacles

Floor Maintenance

2 year alternating floor care plan. Any hard surface request that requires a strip and refinish outside the buildings scheduled for that year will be a task bid.

Hard Surface Strip / Refinish - 50% of serviced buildings / per year

Hard Surface Scrub / Buff - 50% of serviced buildings / per year (not scheduled for refinishing that year)

Carpet Cleaning – 50% of serviced buildings / per year

Carpet Spot Removal (2' radius or less)

Hard Surface Scrub / Buff –All Hallways in alternate year of 50% of serviced buildings / per year

Magruder Veterinary Hospital Specialty Schedule

Weekly

Magruder Small Animal area and 251

Monthly

Magruder 274

1x every 3 Months. (March, June, Sept, Dec).

Magruder SA Reception & front hallway, exam rooms, SA main hallway H174, SA Food prep 177, Cat Ward 174B, Dog Ward 174E.

1x every 4 Months. (Feb, June, Oct).

Magruder Cardiology 113, Endoscopy 111B, Oncology 174A, Old Fluoroscopy 111F, Communications 176, Consultation 172B, Special Procedures Hall, Hallway from East entrance to Radiology, 110 & 110 hallway.

Kerr Administration 6th Floor Specialty Schedule

Service all spaces daily following the appropriate Scope of Work for each space type

Wipe down presidential conference room (A0650) table daily

Duties of Day Custodians

The Day Custodians shall work an eight-hour per day shift, Monday through Friday, with coverage between the hours of 6:00 am and 4:00 pm.

Scheduled tasks per Detail Report at the following buildings:

<u>Bldg. No</u>	<u>Building Name</u>	<u>Service Day(s)</u>
0045	Access Lock and Key Shop	Wednesday 9:30-10:00 AM
0173	Aero Engineering Lab	Tuesday
0178	Apiary Building and Horticulture Class Lab	Wednesday
0852	Cascade Hall Public Safety Area	Monday, Wednesday, and Friday
0003	Kelley Engineering Center	Mid-day RR clean and restock Monday thru Friday
0074	Headquarter, Greenhouses & West Range	Monday and Thursday
0137	Hinsdale Wave Center	Tuesday and Thursday
0061	A016 Switch room and secured area B106	Upon request
0184	Manchester Riding Arena	Service Level one
0493	John L Fryer Salmon Research Lab	Service Level one
0491	Sinnhuber Aquatic Research Lab	Service Level one
0162	Vet Dairy Barn	Service Level one
0141	EHS Annex	Service Level one
0476	Botany Farm Plant Pathology (Electric Road)	Service Level one (except Tuesday and Thursday (May through September)

LaSells Stewart Center and CH²M Hill Alumni Center (provide daytime service in addition to schedule nightly tasks):

Clean and service rest rooms once in the morning and once in the afternoon.

Clean lobby and halls after both morning and afternoon coffee breaks, removing trash and spot vacuuming as required.

Sweep outside porches, patio, steps, and walkways, daily.

Respond to emergency service calls as they are received during the day and perform the necessary duties.

Deep clean the entrances, porches, fixtures, and steps of all the academic buildings on Campus using a rotating schedule so each building is done once a month.

Perform other duties as requested by the Facilities Services' WCC office.

Pickup custodial supplies from Facilities Services' Stores and deliver them to the designated buildings.

Kerr Administrative Building, Room 100H, vacuum carpet in Cashier's Officer every Friday between noon and 1PM.

Magruder mid-day RR cleaning and restock Monday thru Friday

Learning Innovation Center mid-morning and midafternoon RR cleaning and restock Monday thru Friday

Johnson Hall mid-day RR cleaning and restock Monday thru Friday

The Valley Library – daytime schedule
(Daily Schedule: subject to change to meet library program needs)

Empty trash and stock restrooms across from JAVA II as needed
Spot clean the Lobby area between JAVA II and the restrooms.
Clean entrance door glass to the two (2) north main entrance doors (inside and out).
Clean outside the main entrance doors and the north outside patio.
Sanitize the east and west stair rails from 1st floor to 3rd floor.
Check and empty trash containers on all floors in student study areas (public areas on all floors)

After Lunch:

Empty trash in JAVA II. Spot mop if needed.
Empty trash and stock in restrooms across from JAVA II as needed
Empty trash and stock all restrooms on floors 1, 2, 3, 4, 5, and 6; cleaning any major messes.
Dust stacks. Keep moving through these stacks on those floors that have stacks throughout the week until all stacks have been dusted. Then repeat.
When using the elevator monitor its condition. Spot walls and floor and track as needed.
Respond immediately to emergency clean-up calls from the Library staff.
Monitor public areas for large trash times at all times.
Report damage, unsafe situations, and maintenance items when noticed.
Check public areas and elevators frequently while continuing with other duties.
Other duties may be assigned as needed.
Continually dust all public areas.

At 4:30:00 PM

Check restrooms across from JAVA II, trash and stock as needed.
Check the northwest outside entrance by JAVA II. Sweep up cigarette butts and empty cigarette urns.
Check trash and supplies on 2nd floor men's restroom.

Weekly

Provide custodial services to the Special Collections areas on the 5th floor and archives workroom 3169.

Building Cleaning Times – the following buildings have specific cleaning times which shall be:

- Bldg. 058 - Public Safety Area – DAYTIME ONLY between 12:00 noon and 3:00 pm
- Bldg. 200 - LaSells Stewart Center between 5:30 pm and 2:00 am, Mon-Fri
- All other buildings between 8:30 pm and 6:30 am

These cleaning times may shift depending on term / building schedules.

Exterior Trash Cans

The contractor shall empty and spot clean lids of outside trashcans (approximately 156) and ash urns (approximately 2) across the OSU campus five times a week (Monday - Friday) trashcan and urn locations to be provided in Contract.

Athletics

Athletics has over 600,000 square feet of building space. The following is a list of buildings broken down by cleanable space. The square feet of space listed is an estimate based on data pulled from OSU's Capital Planning Space Management group. As detailed above, the level of cleanliness shall match the levels described in the scenarios in Exhibit E for like space.

Building Name	Location level	Location Description	Square Footage
Reser- East/South	100- Ground Floor	Commissary, Bathrooms, Concessions Stands	102,000
	200- Loge	Common Space, Restrooms, Concessions	7,755
	300- Club	Common Space, Restrooms, Concessions	51,000
	400- Suite Level	Rooms with kitchenette, Restrooms	21,540
Reser- West	100- Ground Floor	Bathrooms, concession stands	17,500
	400- Press Box	Common Space, Restrooms, Concessions	8,500
	500- Skybox Suite	Rooms with kitchenette, Restrooms	8,500
Valley Football Center	Basement	Locker Room, Sports Medicine, office, storage	22,097
	100- First Floor	Offices, Common Space, Sports Medicine	20,167
	200- Second Floor	Conference Rooms, offices,	14,407
	300- Third Floor	Conference Rooms, offices, Dining Hall	17,529
Truax		Restrooms	1,269
SPC		Weight room floor/turf, restrooms	21,050
Wrestling		Locker room, weight room, restroom	1,009
Basketball Practice	100- Women's Court Level	Basketball floor, locker rooms, common Space	112,904
	200- Women's Offices	Offices, conference rooms, restrooms	3,858
	300- Men's Court	Basketball floor, locker rooms, common Space	112,904
	400- Men's Offices	Offices, conference rooms, restrooms	3,858
Gill Coliseum	Basement	Locker rooms (), offices, Building Service Area	42,012
	100- Main Floor	Basketball floor, offices, restrooms	51,951
	200- Upper Level	Offices, restrooms, concession stands	23,671
Goss Stadium	100- Main Level	locker rooms, common space, conference rooms, restrooms	11,476
	Omaha Room	Common Space, Restrooms, Concessions	1,540
	Press Box	Common Space	482
Soccer/Softball	Restrooms	Shared restrooms	750

	Press Box	Softball and Soccer Press Box	725
			680,454

Following is a list of expected tasks and the frequency they should be completed for Athletics.

Tasks to be completed each scheduled cleaning day/night

COMMON AREAS

- Dust Mop and/or Sweep/Vacuum Non-Carpeted Floors and Stairs
- Floors - Sweep/Dust mop/Wet Mop - Debris and Spot Free
- Vacuum Carpets - Debris Free
- Spot Clean Carpets
- Clean and Disinfect Drinking Fountains
- Clean and Disinfect All Touch Points
- Remove Trash
- Clean Interior Windows, Doors, Door Glass, and Frames
- Change Burned out Lights
- Report Maintenance Items
- Secure All Areas Post Cleaning
- Elevator Cars - Clean floors/door/walls and touch points

BUILDING ENTRANCES

- Clean Entrance Mats - Debris Free
- Clean Entrance Glass- Both Sides
- Clean and Disinfect Touch Points
- Building Security - Exterior Locking and Unlocking Per OSP Schedule

OFFICES

- Empty trash daily or as necessary - Minimum twice weekly
- Sweep/mop/vacuum as necessary - Minimum once weekly
- Clean interior windows/glass/frame (if applicable) as necessary - Minimum once bi-weekly
- Dust surfaces/blinds monthly

RESTROOMS/ LOCKER ROOMS/ SHOWERS

- Clean and Disinfect Restrooms
- De-Scale Showers, Toilet Bowls, and Urinals
- Refill Hand and Shower Soap Dispensers
- Clean Mirrors
- Refill Paper Product Dispensers
- Sweep, Mop, and Disinfect Floors
- Clean and Disinfect all Touch Points
- Dust Locker Tops and Other Surfaces
- Mop and Disinfect Runners

KITCHEN

- Sweep, Mop/Degrease and Disinfect Floor

KITCHENETTES / BREAKROOMS

- Clean Tables, Counters, and Sinks As Available
- Refill Towel and Soap Dispensers

TRAINING ROOM AREAS

Clean and Disinfect All Touch Points
Clean and Disinfect Training Tables
Spot Clean Walls and Doors
Dust mop/vacuum/wet mop floors - Debris/spot free
Remove Trash

COURT SURFACE - BPC/GILL

Daily - Dust mop/wet mop - Debris and spot free
Weekly auto scrub with water and vinegar solution
Auto scrub as requested pre and post events
Remove Trash

Additional Tasks to be completed per noted frequency

WEEKLY TASKS

Spot Clean Tables, Student Seats, Desks - Classrooms and Conference Rooms
Sweep Building Exterior Entrances, Landings, and Steps

MONTHLY TASKS

Dust Common Area / Classrooms - 7' and below
Locker Rooms / Showers - Scrub and Wash Shower Walls, Ceiling and Floor
Refill/Replace - Toilet clips/urinal screens/air fresheners (inventory to be supplied by client)

In addition, Athletics has special events that will require additional cleaning. These events will be billed at a per event price. Following is the scope of work for the events.

- Athletics- Coverage for normal business hours and athletic/special events
 - Athletic/Special events annually will include (estimate)
 - 6- Football games (pre-clean, event coverage, post clean)
 - 20- Men's and Women's Soccer games (post clean)
 - 12- Women's Volleyball Matches (Event Coverage, post clean)
 - 16- Men's Basketball (Event Coverage, post clean)
 - 16- Women's Basketball (Event Coverage, post clean)
 - 6- Wrestling
 - 6- Women's Gymnastics
 - 27- Baseball (Event Coverage, post clean)
 - 16- Softball
 - 1- Track & Field meet (2-3 days)
 - Football breakdown
 - Coverage areas
 - Pre-Clean
 - All bathrooms throughout stadium (concourse and premium spaces)
 - Stocking of all supplies (paper, soap, trash liners etc.)
 - Basic wipe down of premium seating (club, terrace)
 - Event Coverage
 - Keep all bathrooms stocked with supplies
 - Pulling of all trash & recycling liners inside the stadium and at all gates

- General cleanup of areas as needed with on call cleanup of spill in areas including seating areas.
 - Post Clean
 - Cleaning of all bathroom areas
 - Clean up of all premium spaces (loge, club, suites, etc.)
 - Pulling of all trash & Recycling liners and restock
 - Timing
 - Pre-clean must happen day before or be fully ready prior to opening of gates
 - Event Coverage staff must arrive on site one (1) hour prior to gates opening or approx. 2.5 hours prior to scheduled kick-off
 - Post-Game clean up must happen immediately following the game to remove any food or other items.
- Soccer Breakdown
 - Pre-clean of bathrooms should be done by normal day custodian
 - Post-clean of bathroom to be done the next business day after a home contest
 - Pulling of all trash & Recycling liners and restock in bathrooms and seating area
- Volleyball Breakdown
 - General
 - Pre-clean of all spaces in Gill should be done by normal day custodian
 - At least two (2) times per season custodian shall wipe down seats and seating aisles. This can happen in concordance with the basketball season
 - Coverage Areas
 - Event Coverage
 - At least one male and female staff
 - Keep all bathrooms stocked with supplies
 - Pulling of all trash & recycling liners inside the stadium and at all gates
 - General cleanup of areas as needed with on call cleanup of spill in areas including seating areas.
 - Post Clean
 - Cleaning, trash pickup of all seating areas
 - Cleaning of all bathroom areas
 - Pulling of all trash & Recycling liners and restock
 - Dry Mop/Wet Mop/Auto scrub court as needed
 - Timing
 - Event Coverage must arrive 30 minutes prior to doors opening or approx. 1.5 hours prior to start of match
 - Post-Game clean up must happen immediately following the game to remove any food or other items.
- Men's and Women's Basketball
 - General
 - Pre-clean of all spaces in Gill should be done by normal day custodian
 - At least two (2) times per season custodian shall wipe down seats and seating aisles. This can happen in concordance with the basketball season
 - Coverage Areas
 - Event Coverage
 - At least two male and female staff
 - Keep all bathrooms stocked with supplies
 - Pulling of all trash & recycling liners inside the stadium and at all gates
 - General cleanup of areas as needed with on call cleanup of spill in areas including seating areas.
 - Post Clean
 - Cleaning, trash pickup of all seating areas

- Cleaning of all bathroom areas
 - Pulling of all trash & Recycling liners and restock
 - Dry Mop/Wet Mop/Auto scrub court as needed
 - Timing
 - Event Coverage must arrive 30 minutes prior to doors opening or approx. 1.5 hours prior to start of match
 - Post-Game clean up must happen immediately following the game to remove any food or other items.
- Wrestling
 - General
 - Pre-clean of all spaces in Gill should be done by normal day custodian
 - At least two (2) times per season custodian shall wipe down seats and seating aisles. This can happen in concordance with the basketball season
 - Coverage Areas
 - Event Coverage
 - At least one male and female staff
 - Keep all bathrooms stocked with supplies
 - Pulling of all trash & recycling liners inside the stadium and at all gates
 - General cleanup of areas as needed with on call cleanup of spill in areas including seating areas.
 - Post Clean
 - Cleaning, trash pickup of all seating areas
 - Cleaning of all bathroom areas
 - Pulling of all trash & Recycling liners and restock
 - Dry Mop/Wet Mop/Auto scrub court as needed
 - Timing
 - Event Coverage must arrive 30 minutes prior to doors opening or approx. 1.5 hours prior to start of match
 - Post-Game clean up must happen immediately following the game to remove any food or other items.
- Women's Gymnastics
 - General
 - Pre-clean of all spaces in Gill should be done by normal day custodian
 - At least two (2) times per season custodian shall wipe down seats and seating aisles. This can happen in concordance with the basketball season
 - Coverage Areas
 - Event Coverage
 - At least one male and female staff
 - Keep all bathrooms stocked with supplies
 - Pulling of all trash & recycling liners inside the stadium and at all gates
 - General cleanup of areas as needed with on call cleanup of spill in areas including seating areas.
 - Post Clean
 - Cleaning, trash pickup of all seating areas
 - Cleaning of all bathroom areas
 - Pulling of all trash & Recycling liners and restock
 - Dry Mop, Wet Mop, Auto scrub court mandatory after gymnastics equipment has been removed from the floor
 - Timing
 - Event Coverage must arrive 30 minutes prior to doors opening or approx. 1.5 hours prior to start of match
 - Post-Game clean up must happen immediately following the game to remove any food or other items.

- Baseball
 - General
 - Pre-clean of all spaces in Goss should be done by normal day custodian
 - Coverage Areas
 - Event Coverage
 - At least one male and female staff
 - Keep all bathrooms stocked with supplies
 - Pulling of all trash & recycling liners inside the stadium and at all gates
 - General cleanup of areas as needed with on call cleanup of spill in areas including seating areas.
 - Post Clean
 - Cleaning of all bathroom areas
 - Clean up of all premium spaces (Omaha Room)
 - Pulling of all trash & Recycling liners and restock
 - Timing
 - Event Coverage must arrive 30 minutes prior to doors opening or approx. 2 hours prior to start of match
 - Post-Game clean up must happen immediately following the game to remove any food or other items.
- Softball Breakdown
 - Pre-clean of bathrooms should be done by normal day custodian
 - Post-clean of bathroom to be done the next business day after a home contest
 - Pulling of all trash & Recycling liners and restock in bathrooms and seating area

Student Health Services

SHS located in the Plageman Building has an estimated 32,000 square feet with a mix of healthcare spaces, offices and clinical areas. 12,000 square feet of the building is dedicated to exam rooms/clinical space that will need to be cleaned to an APPA level 1 standard. The remaining 20,000 square feet will need to be cleaned at an APPA level 2 standard.

Prior to first assignment at SHS and clinic, Contractor's staff must comply with TB and Hepatitis B medical screening requirements. It is the Contractor's responsibility to ensure that all staff working in the SHS facility has an annual TB screening and that all staff be offered Hepatitis B vaccinations at the Contractor's expense. *Contractor must supply SHS with documentation of TB and Hepatitis B requirements.*

Contractor's staff assigned to SHS and all back up staff designated to work at SHS must be trained appropriately in cleaning for infectious diseases to meet healthcare standards. Contractor's staff also needs to be trained in cleaning for blood borne pathogens and sharps. *Contractor must provide documentation that these staff members are trained correctly in infectious disease cleaning and must have backup staff trained as well.*

Following is a more detailed list of the tasks and frequencies required by SHS.

INDIVIDUAL TASKS

Remove Trash – Building Interiors

- All waste receptacles and other trash containers within the service area(s) will be emptied each night of service and returned to their initial locations. Pencil sharpeners will be emptied on the night of service. Soft drink cans from classrooms, halls, and other public areas will be returned to the vending machine area or recycle center within the building. Boxes, cans, papers, etc., placed near a trash receptacle and marked "TRASH" will also be removed. Any other items not marked as trash will not be removed. All waste from trash receptacles will be removed from the area and emptied into a designated trash dumpster or receptacle in such a manner as to prevent the surrounding area from becoming littered. Dumpster lids will be kept closed. All litter on the ground immediately around trash dumpsters shall be swept up and placed in the dumpster on a weekly basis. Exterior of wastebaskets will be damp-wiped to remove evident soil and the inside cleaned weekly. Wet spills on interior of wastebaskets will be removed. In rest rooms, locker rooms, and medical areas, detergent will be used to damp-wipe trash containers daily. All trash receptacles will be lined with plastic liners. These liners will be replaced when obviously soiled or torn, except at Health Center where liners will be replaced with each servicing.
- Newspaper collection boxes will be emptied every service night and placed in the newspaper-recycling barrel outside the building. In all buildings, cardboard boxes located either in rooms or hallways, marked as TRASH, will be flattened and taken outside the building and placed in proper collector or laid next to the dumpster.

Dust Mop, Sweep or Vacuum Non-Carpeted Floors

These areas are to include elevators and handicapped lifts. Prior to sweeping, vacuuming or dust mopping, all surface litter such as paper, gum, rubber bands, paper clips, spills, etc., will be removed. The entire area will be thoroughly cleaned to remove dust, dry soil, and other surface debris. All areas under chairs, trash receptacles, desks, coin-operated machines, and other furnishings, which are accessible, will be cleaned as well. Desk chairs will be placed back at desks and classroom chairs will be arranged after cleaning. After cleaning, surfaces, including corners, abutments, and places accessible to the cleaning equipment will be free of all visible soil, streaks, litter and spots caused by spills. The elevator door track will be vacuumed daily.

Damp Mop Spills - Non-Carpeted Floors

These areas include elevators and handicapped lifts. When stains and soil are not removed by the dry cleaning methods, they are to be removed by spot damp mopping. In medical and athletic areas, a germicidal detergent will be used. After spot mopping, the floor surfaces will present a uniform, clean appearance, free of spills, spots, film, and other stains, which can be removed by the application of detergent from a well-wrung damp mop.

Wet Mop Entrances

Entrance mats will be removed and cleaned. The surfaces will be cleaned prior to wet mopping to remove all loose soil and dust. All accessible areas will be mopped to remove all soil and non-permanent stains. After mopping, the floor will have a uniform appearance with no streaks, film, swirl marks, detergent residue, mop strings or other evidence of soil. Any splash marks will be removed immediately and there will be no residue left on baseboards. The entrance mats will be replaced when the floor is completely dry.

Dust All Building Surfaces

Remove dust, lint, dry soil, and cobwebs from baseboards, radiator registers, moldings, ledges, door and window casings, Venetian blinds, window sills and benches, chalk trays, handrails, walls, air and heat vents, wind deflectors, light fixtures and open metal gratings. After dusting, these surfaces will have a uniform appearance free from streaks, smudges, lint, and cobwebs; and soil will be completely removed from the area. In rest rooms, showers and medical areas, a cloth or sponge dampened with germicidal detergent will be used for dusting.

Dust Furniture

Remove all dust, lint, litter, dry soil, etc., from the surface of desks, chairs, cabinets, bookcases, shelves, and other types of furniture and equipment. Fabric surfaces of upholstered furniture will be vacuumed. Items on top of furniture will not be disturbed or moved. In medical areas, a sponge or cloth dampened with germicidal detergent will be used in lieu of dry dusting tools. After dusting, all such surfaces will have a uniform appearance, free from streaks, smudges, dust, lint, litter, cobwebs, etc., with complete removal of soil from the surface.

Spot Clean Tables, Student Seats, Desks

Remove all pencil and pen marks from the writing surface of student seating. Remove any non-permanent stains, spots, spills and pencil and pen marks from tables, lecterns, projection stands, conference tables, instructor's tables and other desks using a sponge or cloth dampened in a mild detergent solution. The cleaning will not be of such a degree as to remove the finish or leave abrasive marks. After spot cleaning, the surface will have a uniform appearance free from abrasive marks, film, stains, spots, pen and pencil marks.

Restore Furniture to Standard Arrangement

In the process of normal daily room use, furniture is often displaced from its standard arrangement. Also, in several areas, furniture must be moved to perform various cleaning tasks. Upon completion of the cleaning tasks, the furniture will be arranged in the original pattern. In the classroom setting, there will be a uniform appearance with straight evenly spaced chairs in rows with equal space between rows. The designated aisles will be straight with sufficient width for occupant movement. Sufficient space will also be left in the front of the room and near entrances. In other areas where the standard furniture arrangement is other than classroom style, furniture will be returned to the arrangement specific to the area.

Change Burned-out Lights

- As part of the energy conservation program, some lights have been disconnected. These are clearly marked with red dots. Any light bulb/tube, which is out and is not marked with a red dot, will be replaced with a new bulb/tube of the same wattage. The Contractor will be required to change all bulbs/tubes which can be reached from the ground or a six (6) foot high step ladder is considered part of the Base Bid services. Identification of needed replacements over this height restriction should be reported to the WCC. During the process of light replacement, the fixture will be cleaned and dusted. Report any broken or missing shades (lens covers) to the WCC as well.
- Fluorescent tubes and high-pressure bulbs may not be placed in the building dumpsters. The University has established a process for disposal of these items, and it is the Contractors responsibility to collect and deliver the burned out or damaged bulbs/tubes to the specified areas around campus, where they will be collected and disposed of by the Environmental Health and Safety (EHS) department of Student Health Services.

Empty Ashtrays and Receptacles

Smoking is not allowed in any University building; however smoking urns/receptacles have been set up outside of the majority of the buildings. These receptacles should remain at a minimum of 30' from the

building entrance. Some of the older buildings still have wall mounted ashtrays at their entrances. Wall mounted ashtrays and outside cigarette urns, shall be emptied and returned to their original locations whenever possible. Sand in cigarette butt receptacles will be strained to remove ashes and debris. The wall mounted and floor type receptacles with removable trays will be damp wiped with a cloth or sponge to remove evident soil. All litter on ground immediately around cigarette urns shall be picked up.

Clean Drinking Fountains

Remove all obvious soil, streaks, smudges, etc. from drinking fountains and eyewash; then disinfect all porcelain and polished metal surfaces including the orifice and drain. Stainless steel sections will be polished with an appropriate cleaner. After cleaning, the entire drinking fountain and eyewash will be free from streaks, stains, spots, smudges, scale, and other obvious removable soil.

Vacuum Carpets Completely

Prior to vacuuming, all surface litter such as paper, gum, rubber bands, staples, paper clips, etc. will be removed. Furniture and trash receptacles will be moved as necessary to vacuum underneath. After vacuuming the entire floor, it will be free of all visible litter, soil, dust, and embedded grit, including corners, under furniture, and next to the baseboards. In athletic areas and childcare areas, the carpet is to be mopped with a disinfectant after vacuuming.

Spot Vacuum Traffic Areas

Prior to vacuuming, all surface litter will be removed, such as paper, gum, staples, paper clips, etc., and the entrance and the heavily traveled paths within the room will be vacuumed. After vacuuming, the carpet will be free of all visible litter, dust, and soil.

Wet Mop Non-Carpeted Floors

Prior to being mopped, the floor surfaces will be swept using a broom or dust mop. The two bucket, two mop method will be used. Remove all soil and non-permanent stains from the entire area to be mopped. In rest rooms, locker rooms, showers, and medical areas, a germicidal detergent will be used. All accessible areas will be mopped. In chemical labs, all spills will be mopped first with clear water before mopping with detergent. Chairs, trash receptacles, etc. will be moved to mop underneath and not placed back on the floor until it is dry. After mopping, the floors will have a uniform appearance with no streaks, film, swirl marks, detergent residues, mop strings or other evidence of soil. There will be no splash marks or mop streaks left on furniture, walls, baseboards, etc. Any such splashing or marking will be removed immediately. In Electronic Data Processing (EDP) areas with raised floors, the mop will be wrung as dry as possible prior to mopping, and the mop bucket will be kept outside the raised floor area. UNDER NO CIRCUMSTANCES are restroom type mops to be used in other areas of the building.

Spray Buff Halls and Traffic Wear Areas (Floor Maintenance Program)

Refer to Article 4, of this SOW while performing this task. Prior to being spray buffed, the tile or terrazzo floor area will be swept or dust mopped and completely damp-mopped. A single disc floor machine, spray buffing pad, and spray bottle with spray buff solution shall be used to restore a uniform gloss and protective finish to the floors that are coated with metal-link polymer floor finish. The floor finish will be the same type as that already on the floor. All areas showing wear and scuffing will be spray buffed. The floor will be dust mopped after being spray buffed. After spray buffing, the area will have a uniform glossy appearance, free of scuffmarks, heel marks, and scratches. All spray buff solution will be removed from baseboards, furniture, trash receptacles, etc.

Spray Buff Complete Tile or Terrazzo Floor

The same preparatory steps are to be taken as in paragraph 16 with the additional step, if necessary, that chairs, trash receptacles, and other movable items will be moved where necessary to spray buff underneath. Whenever furniture is rearranged and unsightly wax buildup and stains are on the floor, that section shall be scrubbed to remove the buildup and then re-coated. The floor will be dust mopped after being spray buffed. After spray buffing, the entire floor will have a uniform, glossy appearance, free of scuffmarks, heel marks, and scratches. A coat of metal-link polymer finish will be applied. In application, a one-and-a-half tile border around the room will not be coated. After the finish has dried, the reflections will be uniform and no streaks, swirls, etc. will be visible. All spray buff solution and floor finish will be removed from baseboards, furniture, trash receptacles. At the Forest Research Laboratory, concrete hallways will be maintained the same way.

Clean Entrance Mats

Entrance mats including inlaid carpet located in either the exterior or the interior of entrances will be cleaned. If vacuuming does not remove the affected soil, the mats will be taken outside and swept with a stiff broom until all visible soil has been removed. Entrance mats, including recess mats, will be lifted to remove soil and moisture underneath, and will then be returned to the normal location after cleaning. No entrance mat will be placed upon a damp or wet floor surface.

Sweep Outside and Steps

Porches, handicap ramps, steps, fire escape stairways, outside fire stair entries on upper floor, basement stairways, and other areas under cover outside the building will be swept to remove all soil, litter, trash, etc. Any spills will be mopped up. After cleaning the entrance areas, all visible surface litter, soil, spills, etc. will be removed from the area. Cigarette urns will be strained to remove ashes and debris and any waste receptacle near the entrance way will be emptied. All litter on ground immediately around cigarette urns will be picked up. Entrance grating will be removed and all accumulated dirt removed from underneath the grating. Litter shall not be blown into adjacent landscape areas and all litter on the ground immediately around trash dumpsters will be swept up and placed in the dumpster on a weekly basis.

Building Security - Locking and Unlocking

The exterior doors of the Plageman Building are equipped with electronic locks which lock and unlock at preset times. Contractor needs to verify that all doors are locked during the evening cleaning shift. Only people with keys and authorization are allowed in University buildings after hours. Security will be maintained in the individual areas within the building during the whole work shift. Doors to unattended, lockable rooms will be kept locked during the shift except while being serviced. Any problem dealing with unauthorized personnel in the building, theft, or vandalism will be immediately reported to Campus Security.

Sweep and Spot Mop/Vacuum and Spot Clean Stairs

Stairs, landings and steps shall be swept and damp mopped or, if carpeted, vacuumed and spot cleaned. Hand railings, ledges, grills, fire apparatus, doors, lights, window ledges, and radiators shall be dusted. Handrails will be washed with a germicidal cleaner solution once a week. After cleaning, the surfaces will be free of lint, dust, soil, and cobwebs. Flights include the landings and stairs or steps between landings.

Clean Tables, Counters, and Sinks

Remove any nonpermanent stains, spots, spills from all tables, counters, and sinks, except in chemical labs, using a sponge or cloth dampened in a mild detergent solution. Photography darkrooms are to be included for this care. In rest rooms, lockers, and medical areas use a germicidal detergent solution. After washing, the counter and sinks will have a uniform appearance, free from streaks, smudges, lint, etc., with complete removal of soil from the surface.

Spot Clean Internal Building Surfaces/Internal Glass

Remove smudges, finger prints, ball point pen marks, streaks, etc., from washable surfaces including stainless steel, around light switches, doors, door handles, door operation buttons and casings, telephone stations, interior glass, window sills, bulletin boards and display cases, walls, entry areas, laminated plastic surfaces, elevators, kick and push plates, etc. Germicidal detergents will be used for spot cleaning in rest rooms, locker rooms and medical areas. After cleaning, the surface will present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, graffiti, etc. Areas adjacent to entrance glass, which are soiled by cleaning of the glass, will be completely cleaned and restored.

Clean Entrance Glass - Both Sides

Completely clean both sides of entrance glass and the window immediately adjacent to the entrance doors. Spot clean both sides of the entrance doors. After cleaning, the surface will present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc. Areas adjacent to entrance glass, which are soiled by cleaning of the glass, will be completely cleaned and restored.

Maintain Room Security

Locked rooms will be kept locked at all times. The only time a locked room will be unlocked is when the custodian is working in the room. WHEN THE DOOR IS CLOSED AFTER SERVICING, IT IS TO BE TESTED TO INSURE THAT IT IS LOCKED. The custodian will not unlock a locked room for anyone. An

internal building check slip will be completed and turned in daily to the Student Health Services' office when a room normally locked is found unlocked. Any damage or operational problems with these doors should be reported to Student Health Services for maintenance or repair.

Wash Venetian and Vertical Blinds

In the cleaning process, the blind is not expected to be removed. The hardware will not be damaged, and the blind will operate properly after cleaning. In cleaning Venetian and Vertical Blinds, all surfaces of the slats are to be completely wiped on both sides using a detergent solution with a damp cloth/sponge to remove all visible soil, smudges, streaks, non-permanent stains, etc., from both sides of the blind. Blinds must be completely dried after cleaning. After cleaning, the blind will have all visible soil, smudges, non-permanent stains, streaks, etc., removed and will present a uniform clean appearance. The blind is to be left in the full-extended position. An MCS slip or maintenance work request is to be initiated for needed repair to the cord or tapes.

Wash Light Fixtures

In the cleaning process, the diffuser or light globe is removed, cleaned and reinstalled. The area covered by the diffuser, including non-removable diffuser, will be damp-wiped, the fluorescent tubes or light bulb will be dry-wiped to remove all visible dust and soil. Top surfaces of suspended light fixtures will be completely cleaned. The diffuser and globe will be cleaned on both sides and dried. After cleaning, the fixture will be free of all dust, oily soil, smudges, streaks, and the diffuser will be properly locked in place. Any adjacent area soiled by splashing or dripping will also be cleaned.

Re-wax Tile and Terrazzo Floors

In preparation for waxing, the floor will be dust mopped to remove all loose soil. Power scrub floor to remove spills, non-permanent stains, etc. If there are black marks, marks from chair glides, embedded soil in the finish, the floor will be partially stripped by machine scrubbing. Partial stripping is the removal of only 1 to 2 layers (coats) of floor finish. Floors with excessive wax build-up shall be stripped before re-waxing and refinished with the required number of coats (see Task #58). One uniform thin coat of metal cross-link polymer floor finish will be applied. A one-tile border next to the walls will not be re-coated. After the finish has dried, the reflectance will be uniform with no visible streaks, swirls, etc. No stripping or detergent solution will remain on the baseboards, doors, or other non-floor surfaces. Each coat of wax will be thoroughly buffed before next coat is applied. At the Forest Research Laboratory, concrete hallways will be maintained in the same manner.

Wash All Hard Surfaces of Furniture

Using a cloth or sponge soaked in all purpose detergent, completely clean all flat surfaces, table and chair legs or supports, benches, stools, and exercise equipment pads removing spills, spots, and nonpermanent stains. After cleaning, there shall be a uniform appearance free from spots, spills, lint, dust, film, etc., with no remaining light and dark areas. Gum shall be removed from all surfaces.

Shampoo Carpets

Before shampooing carpets, all litter such as paper, staples, paper clips, and gum will be removed. The carpet will be vacuumed to remove all loose soil. All spots, stains, etc., will be pre-spotted with a spotting agent. The carpet will be shampooed monthly in classrooms and halls. Once a quarter the carpet will be extracted (see Task #59). After shampooing, the carpet will be dry, have a uniform appearance with all soil, stains, spots, and dry chemical cleaning agent removed. Care will be exercised if using a wet solution method to prevent saturating the carpet with excess solution. Return furniture to proper location, with cardboard protectors used to protect the damp carpet from rust and stains. Vacuum after shampooing is completed.

Spot Shampoo Carpet Traffic Areas

Before spot shampooing, all litter, such as staples, paper clips, and gum shall be removed and the area vacuumed to remove all loose soil, dirt, dust, etc. The area will be pre-spotted with a spotting agent. The carpet area will be shampooed by the spin pad method, using a floor buffer equipped with a pad holder and either a cotton spin pad, a 3M Scotch Brite brand carpet cleaning pad, or a special spin pad machine such as the one used in the Argosheen method. After cleaning, the carpet will be dry, have a uniform appearance with all soil, stains and spots removed. Care will be exercised if using a wet solution method to prevent saturating the carpet with excess solution. Cardboard protectors will be used to protect the damp carpet from rust and stains. Vacuum after shampooing is completed.

Clean Mirrors

Remove soil, streaks, smudges, film, etc. from the surface of mirrors with a damp cloth or sponge. Polish dry with a clean, soft, non-terry towel. After cleaning, surface will have no visible signs of streaks, smudges, lint, film, etc. and present a uniform, clean appearance. The frame of the mirror and shelves and other adjacent areas also will be cleaned and free of dust.

Refill Paper Products Dispensers

- Re-supply all paper towel dispensers to the proper level. Single fold paper towels will be inter locked with remaining towels in the cabinet. The paper roll towel cabinets utilize the reserve roll feature. The new (reserve) roll is to be placed in the cabinet so that it will feed automatically when the stubby roll runs out. Leave an extra package of towels on top of all single fold dispensers. Dispensers will be wiped down with germicidal detergent after stocking.
- Toilet tissue dispensers hold two to four rolls. Replace consumed rolls and partial rolls that appear to be down to the last 10-15 sheets. The dispensers will be wiped down with germicidal detergent after stocking.
- Toilet seat cover dispensers will be filled with new package when empty or when less than six sheets remain in package. The dispensers and adjacent surfaces will be wiped with germicidal detergent to remove handprints and smudges after filling.
- The dispenser will be checked for proper operation after filling and inoperable dispensers will be reported to the Student Health Services' Work Coordination Center office on a daily basis.
- Some customers will request extra supplies on occasion and the Contractor will supply them once a customer index number is supplied, so that these extra costs can be billed back to the requesting department.

Refill Soap Dispensers

Soap dispensers will be filled to within ½" of the top with either a pink luron type powder or a liquid soap cartridge when empty. The dispensers and adjacent surfaces will be wiped with a germicidal detergent to remove handprints and smudges after filling. The device will be checked after filling for proper operation. Caked or dried soap will be cleaned from the orifice. Remove the semi-hardened soap from spout of liquid soap dispensers daily. Inoperable devices will be reported Student Health Services.

Clean and Disinfect Sinks

Completely clean and disinfect all exposed surfaces of the sink. A nonabrasive cleaner will be used on the exposed hardware. The cleaning includes the drying and polishing of all exposed hardware. After cleaning, the fixture will present a clean, bright shiny appearance and will be free of all visible soil, streaks, oily smudges, residue cleaning agents, etc. All metal hardware, such as faucet valves, drain and faucets; will be free of streaks, spots, stains, etc. Inoperable or broken fixtures will be reported immediately on a MCS or maintenance work request form. Different cloths, sponges, brushes and scouring pads will be used to clean the sinks than the ones used for cleaning the commodes and urinals.

Clean and Disinfect Toilets and Urinals

Completely scrub clean and disinfect all exposed surfaces (inside and out) of the toilets and urinals, paying particular attention to areas under the rim and water inlet orifices. A nonabrasive cleaner will be used on the exposed hardware. The cleaning includes the drying and polishing of all exposed hardware. All foreign material will be removed from the urinal drain trap. Thoroughly scrub the surfaces of the urinal drain not covered by water. A special set of sponge, cloths, scouring pads and brushes will be maintained and used only for cleaning the urinals and toilets. After cleaning, the toilet seat must be completely dried and placed in an upright position. All fixtures will present a clean, bright shiny appearance and will be free of all streaks, spots, stains, rings, foreign material, etc., including the metal hardware. Stopped up toilets will be plunged to free the obstruction. Only if the obstruction cannot be dislodged completely will it be reported on a MCS or maintenance work request along with other inoperable or broken fixtures. This should be done on a daily basis. Inoperable stalls will have "Out of Order" signs placed on the doors.

De-scale Toilets and Urinals

Remove scale, scum, mineral deposits, rust stains, etc. from the interior of toilet bowls and urinals. After cleaning, toilets and urinals will be free from rings, mineral deposits, and rust stains, and will have a uniform, bright shiny appearance.

Spot Clean Walls, Partitions, Doors, Remove Graffiti

Clean partition walls, frames, partition doors, walls surrounding the urinal and toilet. To remove any nonpermanent stains, spots, streaks and graffiti. Use a cloth or sponge dampened with a germicidal detergent solution. Wipe the surface dry using a clean cloth. After cleaning the surface will have a uniform appearance free from dust, lint, streaks, stains, and writing.

Clean Floor Drain

Remove grate if possible. Clean to remove all built-up deposits, embedded hairs, etc. from the grate and neck of the drain. Replace the grate. After wet mopping the floor, empty the remaining germicidal detergent down the floor drain daily. This will both disinfect the drain and also will seal the trap. After cleaning, the drain and grate will be free of odors and built-up deposits.

Mop and Disinfect Floor

Prior to mopping, the floor surface will have been swept with a broom; carpeted floors will be vacuumed, to remove all loose dirt and soil. Mop the floor with a germicidal detergent solution and rinse with clear water. Carpeted floors will have a germicidal disinfectant applied to the surface of the carpet. After mopping, the floor will have a uniform appearance free of spots, spills, stains, dirt, oily film, mop strings, standing water, etc. Dispose of the remaining detergent solution by pouring it down the floor drain. Gym mats will be disinfected nightly by damp mopping with a germicidal detergent solution.

Scrub Shower Walls

Completely clean and disinfect all walls and floor surfaces using a stiff brush doodlebug or other applicable equipment. This is a two-step process: first scrubbing entire surface with a de-greaser and rinsing; secondly scrubbing with a disinfectant solution. Remove all stains, spots, rust stains, mildew, and mineral deposits from walls and floor. Wipe shower curtains and shower door with a germicidal cleaner solution to remove any mildew or other deposits. Wipe all fixtures dry with a dry cloth. After cleaning, walls, floor surfaces and grout will have a uniform appearance free from stains, spots, oily smudges, film, mineral deposits, etc. Clean floor drains.

Damp Wipe Hardware

After wiping fixtures with a nonabrasive germicidal detergent, dry and polish with dry cloth. After cleaning, fixtures will be dry and polished with a uniform appearance free from spots, stains and soil.

Dust Locker Tops and Other Surfaces

Remove all surface litter such as paper towels, etc. Using a treated duster, remove all loose dust and soil from the tops of the lockers. Dust other flat surfaces with a cloth or sponge dampened in germicidal detergent solution. After dusting, the surface will have a uniform appearance, free of streaks, smudges, dust, lint, litter, etc. Dusting will be accomplished by the complete removal of soil from the area.

Scrub Restroom, Locker, and Shower Floor with a Buffer

All surface litter such as paper, tape, towels, etc. will be removed before scrubbing. Apply appropriate cleaning solution and allow it to stand in accordance with the manufacturers recommendations before scrubbing the surface with floor buffer equipped with a scrubbing pad. Deep cleaning will remove heavy stains, mildew, mineral deposits, from grout and the surface. After scrubbing, the surface will be rinsed thoroughly to remove all remaining detergent solution. After cleaning, the floor and grout will have a uniform appearance free from film, mineral deposit, stains, etc. Areas not accessible with the buffer will be manually scrubbed with an abrasive hand pad.

Mop Runners and Disinfect

Remove all surface litter from runners. Roll them up and sweep underneath. Damp mop all floor surfaces. After the floor is dry, roll out the runner and damp mop with a germicidal detergent solution. After mopping, the runner will have a clean, disinfected surface free from all loose soil, stains, spots, mop strings, etc.

Wash Partitions

Clean partitions to remove any nonpermanent stains, spots, streaks and graffiti using a sponge or cloth dampened with germicidal detergent solution. Wipe the surface dry using a clean cloth. After cleaning, the surface will have a uniform appearance free from dust, lint, streaks, stains, etc.

Exterior Windows

Cleaning of exterior windows will be done only when requested and funded through Student Health Services, and is not considered part of the base contract. When requested, wash glass surfaces using mild detergent or a slightly acidic cleaning solution applied either with a soft, clean, grit free cloth or a soft brush. Immediately rinse with clean water. Promptly dry using clean squeegee. Any alternate washing methods shall be approved by the University Representative or designate. Unless otherwise arranged, exterior window surfaces shall be washed from the outside of the building.

Stripping and Re-finishing Floors

- **Stripping:** Stripping is the complete removal, without damage to the floor surface, of all finish and/or sealer from all visible floor surfaces and from those floor surfaces which can be exposed by the removal of non-fixed furnishings. Stripping also includes the complete removal of all marks, scuffs, stains, etc., except in cases in which there is damage to the floor surfaces. Where stripping chemicals are used, the areas will be rinsed to completely remove any traces of the solution. The PH of the floor surface will be brought to neutral (PH of 7) after stripping by rinsing with a mild acid base detergent. Stripping solution will be wiped off immediately from baseboards and other non-fixed items in the area. During the stripping process, care will be taken to avoid flooding of the floor with either the stripping solution or the rinse so as to prevent damage to the tile and its bond to the sub-floor.
- **Refinishing:** After a floor has been stripped, two coats of sealer will be applied. Then at least two coats of a metal interlock polymer floor finish will be applied. Only every other coat will be applied all the way to the baseboard. The alternating coat will be applied so as to leave a 12" border around the area. The coats will be thin and evenly applied. After the finish has dried, the reflectance will be uniform and no streaks, swirls, etc., will be visible, and no finish will be on the baseboard or other fixed equipment in the area. Each coat of sealer or wax will be buffed thoroughly before the next coat is applied.

Carpet Cleaning - Water Extraction Method

This includes cleaning, vacuuming, operation of the water extraction equipment, and re-vacuuming the carpet area. All loose litter will be picked up and the carpet area to be extracted will be completely vacuumed. Spots and stains will be treated with the appropriate spotter for the particular stains. All traffic areas will be sprayed with a pre-spotter. The water extraction equipment and solution will be used and operated in accordance with the manufacturer's instructions. The carpet will be treated with 3M Scotch-Guard carpet protector or its equivalent after extraction. After extraction, the carpet will be vacuumed again when the carpet is dry so as to give the carpet a uniform appearance. Any carpet extracted will be completely dry by morning. Furniture with metal glides or any other metal surface will have cardboard protectors placed under furniture feet.

Dusting and Cleaning of Pipes, Vents, Grilles

This is the complete removal of smudges, oily film, cobwebs, dust, etc. from all grilles, pipes, sprinkler systems, and certain vents. After cleaning, all surfaces will be free from all types of soil removable by dusting or damp wiping. The soil will be completely removed from the area or room. Some areas require that the overhead ductwork, pipes and equipment be blown off with compressed air to thoroughly remove all dust, sawdust, etc. This procedure will precede sweeping or dust-mopping the floor.

Routine Attention to Rooms

After performing custodial tasks in any area, attention must be paid to the following details: straighten Venetian blinds or draperies, close windows, turn down thermostats, turn off lights, close and lock doors.

Wet Mop or Scrub and Disinfect Mats and Pads

Remove all surface litter, hair, lint, etc. from mats and pads. Wet mop and/or scrub floor mats with a germicidal detergent solution. Thoroughly wash all wall pads with a germicidal detergent solution. After cleaning, the surfaces will be clean and disinfected and free from all loose soil, stains, spots, etc.

Vacuum Non-Carpet Areas

Certain non-carpeted areas are to be vacuumed rather than swept or dust mopped. Prior to vacuuming, all surface litter such as paper, rubber bands, etc. will be picked up. After vacuuming, the area will be free of all visible litter, soil, dust, and embedded grit.

Ceramic Tile

Ceramic tile surfaces will be damp wiped with a germicidal detergent solution to remove all dust, oily film, smudges and nonpermanent stains.

Pad Scrub Floors

Prior to scrubbing, the floors will be dust mopped to remove all loose soil, dust, hair, etc. Use an electric floor scrubbing machine and an appropriate cleanser to pad scrub floors. After scrubbing, the floors will be free of all soil and non-permanent stains. They will have a uniform appearance with no streaks, film, swirl marks, detergent residue, mop strings or other evidence of soil. There will be no splash marks or mop streaks left on furniture, walls, baseboards, etc. Any such splashing or markings will be removed immediately.

Wash Interior Walls

Walls will be washed with a detergent solution to remove all grease and oily deposits, streaks, smudges and other soil. After washing, the walls will have a uniform appearance, free of all grease, soil, tape, decals, contact paper, and graffiti. .

Janitorial Areas

These areas must be kept clean and neat at all times. Supplies should be put in proper places as they arrive, properly discarding all boxes, bottles, and papers.

Drapes

Drapes are to be vacuumed annually using the proper vacuum attachment to remove all dust and soil. Drapes must be hanging neatly and properly when finished.

Fire Extinguishers

Check DAILY to see if each fire extinguisher box has been used. If used or missing, call the Facilities Services EHS department and report it.

Vents/Grilles/Louvers

These should be cleaned on a daily basis by washing or damp spotting. Remove all marks, dust, soil and dirt.

Showers

Wash shower walls, shower floors, bathtub areas using approved germicidal cleaner. Wash wall surfaces with rough cloth rag, broom floor areas. Clean shower drains.

Wood Floors - Waxing

A buffable finish compatible with wood will be applied in thin even coats after the floor has been thoroughly cleaned to remove all loose soil, stains, and black marks. After the finish has dried, the reflectance will be uniform and no streaks, swirls, etc. will be visible.

Exam Tables in Patient Treatment Areas - Student Health Center

Thoroughly clean exam tables with a germicidal cleaning agent using damp cloth or sponge, wiped dry once a week.

Report Maintenance Items

Any item requiring maintenance or repair by Student Health Services shall be reported to the SHS Building Manager. Items like plugged toilets(after first attempting to unplug them using a plunger), leaking pipes, loose tile, inoperative lights, etc. are expected to be reported immediately upon finding them. Emergency repairs during off hours (i.e. after 5:00 PM and before 8:00 AM) such as broken pipes, floods, or serious roof leaks should be reported to Campus Security (737-1000) immediately after discovery.

CLEANING AND FLOOR CARE SUPPLIES

The Contractor's cleaning and floor care supplies shall meet the specifications listed either in this Article or, in the case of supplies with limited application, in the Performance Standards. The University reserves the right to reject any products that fail to meet the specification set forth. A MSDS for each product being

used needs to be sent to Student Health Services and kept in the building where products are being used.

Floor Sealer

Floor sealer must have a minimum of 18% solids, be anti-slip and readily strippable by standard maintenance techniques. The sealer shall dry to a hard durable gloss finish without buffing and will not powder, peel or show signs of checking. Discoloration shall not be noticeable to the naked eye. The cured film shall exhibit superior water and detergent resistance qualities and shall not be soft or tacky to the touch. It must be completely compatible with the floor finish that will be applied over it. It will not cause the floor covering to deteriorate, bleed or bleach the color.

Floor Finish

Floor finish must be compatible with the finish and sealer presently on the floors. It is to be a buff able interlock polymer finish with a minimum solids content of 16%. It will be anti-slip and readily strippable. It will dry to a hard durable gloss finish without buffing and will not powder, peel or show signs of checking. The cured film will exhibit superior water and detergent resistance qualities and will not be soft or tacky to the touch.

Germicidal Cleaner

Germicidal cleaner must be either a phenol or quaternary detergent.. The product will not cause any surface deterioration when used properly and will not cause color to bleach or bleed. All containers will be labeled in accordance with Oregon Administrative Rules with the hazardous agent noted and necessary precautions indicated.

General Cleaning Agent

All packaged cleaning supplies will be properly labeled and hazardous materials noted in accordance with Oregon Administrative Rules. When these agents are used in accordance to the instructions they will not cause color to bleach or bleed or surface deterioration.

Bleaching Agents

None shall be allowed on this Campus.

RESTROOM SUPPLIES

Restroom supplies consisting of hand soap (liquid or powder), towels (paper rolls, paper folded, or cloth roll), toilet tissue, toilet seat covers, will be furnished to the Contractor for use in servicing the dispensers of the University buildings only.

The supplies shall be obtained from the store-keeping source designated in the Base Bid Service Schedule of each building group.

FLUORESCENT, INCANDESCENT, AND OTHER LAMPING

Lamping will be furnished by the University to the Contractor for replacing dead lamping in University fixtures only as shown in the Base Bid Service Schedule of this section and as described in Article 2.A.9, above.

Lamps shall be obtained from Student Health Services main custodial service room if another store keeping source is not designated in the Base Bid Service Schedule of each building group.

BASE BID SERVICES - STUDENT HEALTH SERVICES

Background

The Student Health Services Plageman Building consists of exam rooms, offices (faculty, staff, and administration), group work rooms, meeting/conference rooms and related space as well as entries, hallways, restrooms, elevator, stairs, and other public space. The building is in use year round with most intense use occurring during fall, winter, and spring terms and with the lightest use occurring between terms in September, December, and March.

Custodial Service Requirements

Summary of Services lists custodial service requirements, floor type, and floor areas for the Facility Services portion of the work.

The definition of the terms and codes used in this report is:

FLOOR AREA is the size, in square feet, of all measurable floor area within the space including that covered by built-in cabinets and shelving. **See Appendix D (SHS – B) for room #'s, Room Usage Square Footage, Floor Type, Service Level and description of Service Level.**

SERVICE LEVEL refers to the Service Level number indicated in the Task frequencies Section of this Contract. Service Level "SL0" means that no service is required.

For each Service Level number other than "0" a unique set of frequency of task performance is stated. Not all tasks may be appropriate to a particular room. The frequency definitions are as follows.

Frequency	Task Performed
Daily	each day area is serviced – see SERV DAYS column of Detail Report
3/week	shifts beginning Sunday, Tuesday, and Thursday nights
2/week	shifts beginning Monday and Thursday nights
1/week:	shift to be mutually determined
1/month:	during week that includes second Monday
Less than 1/month	according to mutually developed written schedule
Annuals	are to be performed between June 15 th and September 15 th or alternatively during Winter Break
As needed	refers to Floor Maintenance Program and dusting

DAYS SERVICED represents the number of days each week that the building is provided custodial service.

Once per week on day to be established by FS Representative and Contractor's Representative.

Five consecutive days per week beginning either Sunday night or Monday night.

Six consecutive days per week beginning Sunday night.

Coin Operated Tampon and Sanitary Napkin Vending Machines

Servicing of these types of machines is part of this contract. These machines shall be serviced when empty or on a regular schedule whichever occurs first.. The Contractor is responsible for providing all products for these machines, and in turn receives all of the money deposited to offset the costs of the product. A regular schedule for servicing and re-supply of product will be done on a regular schedule or when empty, whichever comes first.

Day Custodians

A special Task Schedule sheet is included as part of the Task Frequencies section of the Contract, showing what day services are required and in special cases, where a day custodian is required in a particular building.

Floor Maintenance Program

The Contractor will be expected to develop a regular on-going floor maintenance program that will keep all work areas repaired, and the floors in a high shine condition. Emphasis will be placed on repairing areas worn by traffic through use of restorers and Spray Buffing with high-speed floor machines or burnishers. The Contractor will use enough crews to cover the Campus as specified in Task Frequencies Section of this Contract. Classrooms, hallways, lobbies, and other public areas will be burnished weekly. The non-public areas will be done on a monthly cycle.

If the floor maintenance program is properly followed, we will not require the very time consuming quarterly and semi-annual floor refinishing schedule. Rooms will be examined and scheduled for stripping as needs develop. It is estimated that this would result in the need to strip less than 10% of the floors annually.

The University reserves the right to require the Contractor to go on the quarterly and semi-annual floor-refinishing program if they fail to establish or follow through on the above Floor Maintenance Program.

Carpets

Carpets in Service Level 1 areas are expected to be spotted nightly and shampooed monthly on an pre-established schedule

Window Washing

Window washing will only be done under a separate task bid, and only after obtaining authorization from Student Health Services. This work requires the requesting customer to pay for the cleaning with their own funds and will not be authorized without the funding source being identified before starting.

Outside Trash Cans

The Contractor shall empty outside trashcans across the University campus twice a week (Monday and Thursday). Trashcan locations are listed below. Unless otherwise stated, all trashcans are 55 gallon barrels. Miscellaneous trash around the general area of the trash cans shall be picked up and dumped each time the can is serviced. Garbage from exterior cans shall transferred in a manner that avoids spillage and staining of adjacent walkways. Neatly tie off plastic bags at the top of the barrels and replace lids firmly on cans

INTEGRATED PEST MANAGEMENT

The Contractor shall be responsible for preparing and implementing an Integrated Pest Management (IPM) program for all of the Student Health Services Buildings. This will include all spaces inside the buildings, and up to two (2) feet away from the outside base of the buildings.