

**EXHIBIT A**  
**SCOPE OF WORK**

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1. General Provisions.

1. The Contractor shall furnish all labor, tools, and materials necessary for window cleaning services as listed in Exhibit B, attached.
2. The Contractor shall provide the Project Manager with a work schedule.
3. The Contractor will be responsible to clean up at the end of each work day.
4. Unless otherwise indicated below, the term of services will be:  
(Year 1) . October 1, 2015 to September 30, 2016; and  
(Year 2) . October 2, 2016 to September 30, 2017.

2. Scope of Work

The Contractor shall perform the following:

**CTC Bus Station, 420 South Grand Avenue, Lansing, Michigan 48933**

- Clean exterior windows inside and out once per month;
- Clean exterior atrium windows on an as needed basis (%on call+); and
- Clean interior upper windows on an as needed basis (%on call+).

**CATA Corporate Office, 4615 Tranter Street, Lansing, Michigan 48910**

- Administration Offices . Clean all interior and exterior glass and windows inside and out twice per year; and
- Maintenance Garage . Clean all interior and exterior windows inside and out once per year.

**MSU Parking Ramp**

- Clean all exterior windows inside and out every other month from:  
(Year 1) . October 1, 2015 to May 31, 2016 and August 1, 2016 to September 30, 2016; and  
(Year 2) . October 1, 2016 to May 31, 2017 and August 1,2017 to September 30, 2017.

**Multi-Modal Gateway, 1240 South Harrison Road, East Lansing, Michigan 48823**

- Clean all exterior windows inside and out on a quarterly basis.

**END OF THIS SECTION**