

## EXHIBIT A SCOPE OF WORK

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The Capital Area Transportation Authority (CATA) is requesting written firm pricing for Janitorial Cleaning Services for CATA Multi-Modal Gateway, 1240 South Harrison Road, East Lansing, MI 48823.

Vendor quotes are to include pricing for the following specifications:

1. **Scope of Service**

Contractor for furnish all plant, labor, tools and materials necessary to provide for the routine interior cleaning of the CATA Multi-Modal Gateway facility located at 1240 South Harrison, East Lansing Michigan.

2. **Cleaning Hours**

The cleaning hours for this location are Monday through Sunday, beginning at 5:30 p.m. until all tasks are complete. CATA reserves the right to increase or decrease the hours and times as needed.

The Contractor will be responsible for making sure the building is unoccupied and secure after each shift.

3. **Contractor Responsibilities**

- a) The Contractor shall specify how many hours and how many employees will be assigned to this project on a daily basis.
- b) The Contractor will be responsible for the cost of purchasing all materials and supplies necessary to perform all tasks. This includes all cleaning supplies, including, but not limited to, toilet cleaner, deodorizer canisters, floor wax, shampoos, glass cleaner and disinfectant cleaner. This is a partial list of items only; the Contractor is expected to use whatever material or piece of equipment necessary to perform all janitorial tasks and duties described herein. CATA will supply restroom paper supplies such as hand towels and toilet paper. The Contractor will be provided a small area in which to store equipment and supplies.
- c) The Contractor shall be responsible for the proper safe storage of tools and materials. CATA will not be responsible for any tools, materials, equipment, supplies or personal effects lost, stolen or damaged on CATA property. CATA will provide a janitor's closet for the Contractor to use. This room shall remain closed when not in use, as well as being kept neat and orderly at all times. CATA has purchased a new floor cleaning machine which the Contractor will be trained on.
- d) The Contractor's supervisor shall report to Fred Sible -CATA's General Manager of Facilities and Grounds.
- e) The Contractor's employees shall be neat in appearance and shall be clearly identified as an employee of the janitorial firm. The Contractor is required to submit with their proposal photographs of company uniforms and the type of visible employee identification being used.
- f) Contractor shall provide CATA with a list of the employees scheduled to be in the facility to perform the required duties. The list shall be updated monthly, or as changes are made to personnel assigned to the CATA facility. Employees not on the provided list will not be allowed on the property.
- g) CATA reserves the right to require the Contractor to replace any of the Contractor's employees which are unacceptable for any reason to CATA.
- h) Contractor's employees shall respect all of CATA's rules including, but not limited to: safety, smoking, and security of the building.
- i) Contractor acknowledges that the employees will not be employees of CATA and Contractor shall be responsible for any taxes, worker's compensation insurance, and other costs involved in their hire.

j) Contractor shall also be responsible for the cost of all supplies utilized in performing these services except as noted.

k) Contractor shall remove all trash from the facility daily. A new garbage bag shall be installed in each waste container. CATA has a dumpster that shall be utilized for the disposal of facility trash. Use of this dumpster is at no cost to the Contractor and shall be utilized for disposal of CATA related refuse only.

#### 4. **Snow and Ice Control**

The Contractor will be responsible for monitoring snow and ice in and around the Multi-Modal Gateway facility and the Contractor shall apply salt to all areas as needed. CATA will provide the salt. CATA has a separate contract for snow and ice removal services and will salt and plow the main drives at the facility.

#### 5. **Office Areas:**

##### A. Daily Requirements:

1. Sweep and wet mop tile floors utilizing proper disinfecting solutions
2. Remove stains and marks from walls
3. Wipe and clean all counter tops, doors, and window glass to a reachable height
4. Empty waste cans, replace liners, and properly dispose of trash
5. Remove fingerprints and smudges from around light switches
6. Spot clean push plates and kick plates on doors
7. Clean and sanitize telephone receivers
8. Spot clean interior glass partitions and glass doors
9. Clean baseboards and door casings
10. Dust venetian blinds
11. Dust for cobwebs
12. Clean return air vents and heat ducts
13. Vacuum all upholstered partitions
14. Vacuum all chairs

#### 6. **Restrooms:**

The Contractor shall clean and inspect all restrooms.

##### A. Daily Requirements:

1. Sweep, mop and disinfect all the floors
2. Spot clean walls and toilet partitions
3. Clean and polish mirrors and frames
4. Clean and sanitize toilet bowls, urinals, and sinks, and polish chrome fixtures
5. Fill and replenish paper towels, toilet tissue, and hand soap
6. Empty and clean waste receptacles and replace with new liner
7. Dust for cobwebs
8. Clean return air vents and heat ducts
9. Add water to floor drain traps . one (1) quart weekly

#### 7. **Kitchenette/ Lunch Room:**

##### A. Daily Requirements:

1. Sweep, mop and disinfect tile floor
2. Wipe and disinfect tables and chairs.
3. Remove trash and replace liners
4. Clean and disinfect countertops and back splashes
5. Remove coffee stains and marks from walls
6. Dust air return vents and heater ducts
7. Dust for cobwebs high and low
8. Dust top edges of doors, moldings, windowsills, and personal picture frames, etc.
9. Clean door push plates and kick plates
10. Clean all hand spots on doors and switch plates
11. Vacuum all chairs especially corners
11. Clean all chair bases and legs

8. **Common Areas**

A. **Daily Requirements:**

1. Dust all lobby furniture
2. Remove trash and replace liners
3. Clean entrance door glass
4. Spot clean all glass to a reachable height
5. Sweep, mop and disinfect floor
6. Vacuum carpets, carpet runners, and remove spots
7. Clean and sanitize drinking fountains
8. Spot clean doors, door casings, and walls
9. Clean and sanitize all pay phones

B. **Weekly Requirements:**

1. Dust air return vents and heater ducts
2. Dust for cobwebs high and low
3. Clean all interior glass
4. Dust top edges of doors, molding, windowsills, and personal picture frames, etc.
5. Clean door push plates and kick plates
6. Clean all hand spots on doors and switch plates

9. **Parking:**

On-site parking is available for the Contractor and/or their employees at this location.

10. **Exterior:**

The contractor shall assist in maintaining the exterior of the facility by picking up trash, cigarette butts, etc.

**END OF SECTION**