

Capital Area Transportation Authority



AMENDMENT OF SOLICITATION

1. AMENDMENT NO: 2	2. SOLICITATION NO: 2014-B01	3. SOLICITATION DATE: 07 MAY 2014	4. EFFECTIVE DATE: 16 MAY 2014
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5. ISSUED BY
Capital Area Transportation Authority
Purchasing and Contracts
4615 Tranter Street
Lansing, MI 48910

Contractor is required to sign this document and return it with the bid/proposal.

6. DESCRIPTION OF AMMENDMENT

a. Exhibit B Section 2. Cleaning Hours
Days and times have been corrected. See the attached Exhibit B for the changes.

b. Exhibit C –Pricing Schedule
This has been revised to include hourly rates when additional services are required do to special events. See the attached Exhibit C for the changes.

c. Exhibit E CATA General Provisions
This Exhibit has been revised. See the attached Exhibit E.

b. All other terms and conditions remain unchanged.

NAME OF OFFEROR (Type or Print)	TITLE OF OFFEROR
(Signature of person authorized to sign)	(Date Signed)

EXHIBIT B SCOPE OF WORK

1. Scope of Service

Contractor for furnish all plant, labor, tools and materials necessary to provide for the routine interior cleaning of the CATA Transportation Center (CTC) located at 420 South Grand Avenue in downtown Lansing, Michigan.

2. Cleaning Hours

The cleaning hours for this location are listed below. CATA reserves the right to increase or decrease the hours and times.

Monday 8:00 a.m. to 1:00 a.m. Tuesday

Tuesday 8:00 a.m. to 1:00 a.m. Wednesday

Wednesday 8:00 a.m. to 1:00 a.m. Thursday

Thursday 8:00 a.m. to 1:00 ~~p.m.~~ Friday

Friday 8:00 a.m. to 1:00 a.m. Saturday

Saturday 12:00 pm to 8:30 p.m. ~~Sunday~~ Saturday

Sunday 12:00 pm to 8:30 p.m. ~~Monday~~ Sunday

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 janitorial tasks and the tasks 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 Contractors to use. This room shall remain closed when not in use, as well as being kept neat and orderly at all times.
- d) The Contractor's supervisor shall report to 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 information (pictures as to 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 CTC; including the access ramp at the front entrance of the CTC along Grand Avenue. The Contractor shall apply salt as needed to all areas. CATA will provide salt. CATA will salt and plow the main drives on both sides of the Center.

5. Office Area

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. Vacuum carpets
- 5. Empty waste cans, replace liners, and properly dispose of trash

B. Weekly Requirements

- 1. Remove fingerprints and smudges from around light switches
- 2. Spot clean push plates and kick plates on doors
- 3. Clean and sanitize telephone receivers
- 4. Spot clean interior glass partitions and glass doors
- 5. Clean baseboards and door casings

C. Monthly Requirements

- 1. Dust venetian blinds
- 2. Dust for cobwebs
- 3. Clean return air vents and heat ducts
- 4. Vacuum all upholstered partitions
- 5. Vacuum all chairs

6. Lavatories

The Contractor shall clean and inspect restrooms on an hourly basis.

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

B. Weekly Requirements

- 1. Dust for cobwebs
- 2. Clean return air vents and heat ducts
- 3. Add water to floor drain traps – one (1) quart weekly

7. Kitchenette and Lunch Room

A. Daily Requirements

1. Sweep, mop and disinfect tile floor
2. Wipe and disinfect tables and chairs every two hours or as needed
3. Wipe and disinfect cupboards and appliances
4. Remove trash and replace liners
5. Clean and disinfect countertops and back splashes
6. Remove coffee stains and marks from walls

B. Weekly Requirements

1. Dust air return vents and heater ducts
2. Dust for cobwebs high and low
3. Clean all interior glass

C. Monthly Requirements:

1. Dust top edges of doors, moldings, windowsills, and personal picture frames, etc
2. Clean door push plates and kick plates
3. Clean all hand spots on doors and switch plates
4. Vacuum all chairs especially corners
5. Clean all chair bases and legs

8. Common Areas

A. Daily Requirements

1. Dust 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 tile 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

C. Monthly Requirements

1. Dust top edges of doors, molding, windowsills, and personal picture frames, etc.
2. Clean door push plates and kick plates
3. Clean all hand spots on doors and switch plates

END OF SECTION

**EXHIBIT C
 PRICING SCHEDULE**

CLIN	DESCRIPTION	QTY	U/M	UNIT COST	EXTENDED COST
1001	Janitorial Services for the Period of August 1, 2014 through July 31, 2015	12	MO	\$	\$
1002	Janitorial Services for the Period of August 1, 2015 through July 31, 2016	12	MO	\$	\$
1003	Janitorial Services for the Period of August 1, 2016 through July 31, 2017	12	MO	\$	\$
1004	Janitorial Services for the Period of August 1, 2017 through July 31, 2018	12	MO	\$	\$
1005	Janitorial Services for the Period of August 1, 2018 through July 31, 2019	12	MO	\$	\$
TOTAL BID					\$

Please show the hourly rates for staff and a supervisor for each Contract year. These rates will be used when CATA requires additional work by the Contractor due to special events.

Contract Year	Staff	Supervisor
Year 1	\$ _____	\$ _____
Year 2	\$ _____	\$ _____
Year 3	\$ _____	\$ _____
Year 4	\$ _____	\$ _____
Year 5	\$ _____	\$ _____

Bidder: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

EXHIBIT E
CATA GENERAL PROVISIONS

1. **CHANGES.** CATA, at any time, by a written order, and without notice to the sureties, may make changes within the general scope of this contract, in (a) drawings, designs or specifications where the supplies to be furnished are specifically manufactured for CATA in accordance therewith; (b) method of shipment or packing; and (c) place of delivery. If any such change causes an increase or decrease in the cost of, or the time required for performance of this contract, whether changed or not changed by such order, an equitable adjustment shall be made by written modification of the contract. Any claim by the Contractor for adjustment under this clause must be asserted within thirty (30) days from the date of receipt by the Contractor of the notification of change; provided that CATA, if it decides that the facts justify the action, may receive and act upon any such claim if asserted prior to dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes." However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.
2. **TERMINATION FOR DEFAULT.** CATA, by written notice, may terminate the contract awarded on the basis of this proposal, in whole or in part, for failure of the Contractor to perform any of the provisions hereof. In such event, the Contractor shall be liable for damages, including the excess cost of reprocurring similar supplies or services, provided, that if (a) it is determined for any reason that the contract was not in default or, (b) the Contractor's failure to perform is without his control, fault or negligence, the termination shall be deemed to be a termination for convenience under the following Paragraph 3.
3. **TERMINATION FOR CONVENIENCE.** CATA, by written notice, may terminate the contract, awarded on the basis of this proposal, in whole or in part, when it determines it is in the best interest of CATA. If this contract is for supplies and is so terminated, the Contractor shall be compensated in accordance with its auditable cost incurred at the time of notification of termination. To the extent that the contract is for services and is so terminated, CATA shall be liable only for payment in accordance with the payment provisions of the contract for services rendered to the effective date of termination.
4. **BREACH OF CONTRACT.** If the Contractor shall fail, refuse or neglect to comply with the terms of these contract conditions, such failure shall be deemed a total breach of contract and the Contractor shall be subject to legal recourse by CATA, plus costs relating to failure to comply.
5. **DISPUTES (AFTER AWARD).** Except as otherwise provided in the contract, any dispute concerning a question of fact arising under the contract which is not disposed of by Contractor shall be decided by CATA in writing, with a copy mailed or otherwise furnished to the Contractor. The decision of CATA shall be final and conclusive unless within ten (10) days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to CATA a written appeal addressed to the Executive Director for the determination of such appeal, which shall be final and conclusive, unless determined by a court of competent jurisdiction to have been fraudulent or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending a final decision of the dispute, the Contractor shall proceed diligently with the performance of the contract and in accordance with CATA's decision.
6. **INSURANCE.** The Contractor shall place and maintain with responsible insurance carriers the following insurance. The Contractor shall deliver to CATA, upon request, certificates of insurance which shall provide thirty (30) days' written notice to be given to CATA in the event of cancellation. Contractor shall require all Subcontractors to maintain adequate insurance.
 - (a) **Workers' Compensation and Employer's Liability Insurance.**
 - (1) Workers' Compensation in compliance with the applicable state and federal laws.
 - (2) Employer's Liability. Limit \$1,000,000.

- (b) Commercial General Liability Insurance, including Professional Liability, Blanket contractual, XCU Hazards, Broad Form Property Damage, Completed Operations, and Independent Contractor's Liability, all applicable to Personal Injury, Bodily Injury and Property Damage to a combined single limit of \$1,000,000 each occurrence/claim, subject to a \$2,000,000 annual aggregate for Professional Liability, Completed Operations and Personal Injury other than Bodily Injury.
- (c) Automobile Liability Insurance, including owned, hired and non-owned automobiles, Bodily Injury and Property Damage, to a combined single limit of \$1,000,000 each occurrence.

7. **INDEMNIFICATION**. In addition to the protection afforded by any policy of insurance, the Contractor agrees to indemnify and save harmless CATA, the Michigan Department of Transportation ("MDOT"), the Federal Transit Administration ("FTA"), and all officers, agents, and employees thereof:

- (a) From any and all claims by persons, firms, or corporations for labor, materials, supplies, or services provided to the Contractor in connection with the Contractor's performance of the contract; and
- (b) From any and all claims for injuries to or death of any and all persons, for loss of or damage to property, for environmental damage, degradation and response, and cleanup costs, and for attorney fees and related costs arising out of, under, or by reason of the Contractor's negligent performance of the contract.

CATA will not be subject to any obligations or liabilities by Subcontractors of the Contractor or their Subcontractors or any other person not a party to this contract without its specific consent and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof.

8. **NO ASSIGNMENT OF CONTRACT**. Contractor may not assign or transfer any interest in the contract without the prior written consent of CATA.

9. **WAIVER OF BREACH**. The waiver by either party hereto or any breach of any provision of this contract by the other party shall not operate or be construed as a waiver of any subsequent breach of the same or any other provision of this contract by either party hereto.

10. **CONTINGENT FEES**. The Contractor warrants that it has not employed or retained any company or person, other than a bonafide employee working solely for the Contractor, to solicit or secure this contract and that it has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, CATA shall have the right to annul this contract without liability.

11. **RECORDS/AUDITS**. The Contractor shall maintain complete and accurate books, documents, papers, accounting records, and other evidence with respect to allowable costs incurred and manpower expended under this contract. All such records shall be maintained on the basis of generally-accepted accounting principles and shall be clearly identified and readily accessible. The Contractor shall provide during regular business hours to the U.S. Secretary of Transportation, the FTA Administrator, the Comptroller General of the United States, and CATA, or their duly authorized representatives, access to such data and records, and the right to inspect and audit all data and records of the Contractor relating to its performance under the contract, and to make transcripts therefrom as necessary to allow inspection of all work data, documents, proceedings, and activities related to this contract for a period of four (4) years from the date of final payment under this contract. In the event of a dispute as to allowable costs or any other issue under this contract, Contractor will thereafter continue to maintain such records until the dispute has been resolved.

12. CONFLICT OF INTEREST. The Contractor certifies that, to the best of its knowledge, no CATA employee or office of any public agency interested in this contract has any pecuniary interest in the business of the Contractor and that no person associated with the Contractor has any interest that would conflict in any manner or degree with the performance of this contract.

13. DEBARMENT AND SUSPENSION. Contractor must comply with U.S. DOT regulations "Nonprocurement Suspension and Debarment", 2 CFR Part 1200, which adopt and supplement the U.S. Office of Management and Budget ("U.S. OMB") "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 CFR Part 180. Contractor will not make any contract, subcontract, or lease for the project without first confirming that its proposed contractor, subcontractor, or lessee is not listed as barred in the Excluded Parties Listing System, at <http://epls.gov/>.

Contractor agrees to comply with federal debarment and suspension regulations and guidelines when administering any contract or subcontract of \$25,000 or more, regardless of tier. A contract or subcontract award may not be made to a prospective contractor or subcontractor if that contractor is excluded or disqualified under the standards of the U.S. DOT regulations in the U.S. OMB Guidelines, unless the federal government has provided an exception as permitted under those regulations and guidelines. In addition, contracts of any amount for federally required audit services or for contracts which require the consent of a federal official are also covered by these DOT regulations and U.S. OMB Guidelines. Contractor must obtain the compliance of lower tier contractors, subcontractors, and lessees with the U.S. DOT debarment and suspension regulations and the U.S. OMB Guidelines that apply to them. The Contractor further agrees to include provisions requiring compliance as set forth above in lower tier covered transactions.

14. COMPLIANCE WITH LAWS. The Contractor shall at all times observe and comply with all laws, ordinances, and regulations of the state, federal, local, and city government which may, in any manner, affect the performance of the contract.