

EXHIBIT A

DESCRIPTION OF GOODS & SERVICES AND ADDITIONAL TERMS & CONDITIONS

DESCRIPTION OF GOODS AND SERVICES

1. Scope:

The Contractor shall provide custodial services as described in this Exhibit A (the "Services") for the Department of Transportation's (ConnDOT) Rocky Hill Testing Laboratory and Annex Facilities located at 280 West Street, Rocky Hill, CT 06067 (the "Facility").

2. Service Required:

Service is required five (5) nights per week, Monday through Friday, excluding State holidays; listed below. The hours of Facility access to perform the Services will be from 4:30 p.m. to 10:00 p.m., Monday through Friday. All Services shall be performed during these hours unless prior written authorization is obtained from ConnDOT for alternative arrangements.

STATE HOLIDAYS	
<u>New Year's Day</u>	<u>Independence Day</u>
<u>Martin Luther King Jr. Day</u>	<u>Labor Day</u>
<u>Lincoln's Birthday</u>	<u>Columbus Day</u>
<u>Washington's Birthday</u>	<u>Veteran's Day</u>
<u>Good Friday</u>	<u>Thanksgiving Day</u>
<u>Memorial Day</u>	<u>Christmas Day</u>

3. Subcontracting:

DAS must approve any and all subcontractors utilized by the Contractor prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. Contractor shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the Contractor to DAS upon request.

4. Non-Contract Areas:

The following areas are not included in the Contract and will be cleaned by others:

- State of Connecticut, Department of Administrative Services, (DAS) Fleet Operations.

All other parts of the Facility are part of this Contract, including all boiler rooms and storerooms.

Square footage is not available; however, you are encouraged to take measurements at the mandatory pre-bid meeting.

5. Agency Contact:

The ConnDOT contact is Mr. Ronald Paradis, Building Maintenance Supervisor (the "Building Maintenance Supervisor"), who can be contacted at 860-594-2272, between the hours of

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6:30 a.m. and 2:00 p.m. Mr. Paradis or his successor will be the on-site representative of ConnDOT regarding the day-to-day Contract administration.

6. Site Supervisor:

One (1) site supervisor (the "Site Supervisor") who is an employee of the Contractor is required to be present while all Services are performed. Site Supervisor must wear a badge identifying him or her as the Site Supervisor. The Site Supervisor will be assigned to this Facility and must not be rotated to other sites. The same individual will be assigned five (5) nights per week.

The Site Supervisor must have the ability to communicate in the English language and communicate with all of the Contractor's employees in their native language, and be able to read and fully understand the Contract.

The Contractor shall supply a competent and thoroughly trained Site Supervisor to check, inspect, and oversee the securing of the entrances, exits, and windows of the Facility, and maintain records of all Services performed.

The Site Supervisor shall be responsible for the day-to-day performance of the Contract and will have overall responsibility for the work to be performed under this Contract. The Site Supervisor shall have a copy of the Contract with him/her while on duty. It is the responsibility of the Site Supervisor to instruct and advise all staff of the requirements contained in this Contract and be responsible for the supervision, training, routine scheduling, and inspection of the Services. The Site Supervisor will make sufficient daily routine inspections to ensure that the Services are performed as required by this Contract. The results of such inspection are to be issued to ConnDOT in writing at the end of each shift.

7. Staffing:

Staffing for the provision of the Services is to be determined by the Contractor.

8. Supplies, Equipment and Materials:

Contractor shall provide all consumable materials and supplies for dispensers currently installed at no additional cost.

Consumable materials and supplies may include, but may not be limited, to trash receptacle liners, sanitary napkins, paper towels, toilet paper, and hand soap. Paper consumables must meet the guidelines for minimum recycled content as determined by the United States Environmental Protection Agency.

Contractor shall use cleaning products that comply with the provision of Conn. Gen. Stat. Section 4b-15a" which shall be "Green Seal" and/or certified EcoLogo "greenproducts." Greenproducts are identified by EcoLogo on its website:

<http://www.ecologo.org/en/greenproducts/>

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Green products are identified by Green Seal on its website:

<http://www.greenseal.org/FindGreenSealProductsAndServices.aspx>

Contractor shall utilize all cleaning products in accordance with the manufacturer's stated directions. All cleaning products shall be subject to review and approval by the State. The term "cleaning products" does not include any (1) Disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product regulated by the federal Insecticide, Fungicide and Rodenticide Act, 7 USC 136 et seq., or (2) product for which no guideline or environmental standard has been established by any national or international certification program approved by the Department of Administrative Services, or which is outside the scope of or is otherwise excluded under guidelines or environmental standards established by such national or international certification program.

9. Equipment:

The Contractor shall provide compatible equipment, material, and methods in compliance with manufacturer's specifications and recommendations for the products used and the materials and finishes that are to be cleaned. All OSHA Fall- Protection Requirements (as such term is defined by OSHA) are the responsibility of the Contractor and must be complied with. The Contractor shall submit a copy of his Fall Protection Plan for DAS and ConnDOT files.

All equipment must be in good operating condition (UL approved) and physical appearance. All equipment is subject to ConnDOT's rejection at any time. All equipment must be compatible with the flooring material and surfaces to be cleaned. All wheels must be of a type that will not mark or damage flooring.

The following equipment must be furnished as part of the hard surface floor care program in sufficient quantities to perform all tasks.

Where applicable, all machines must be equipped with a minimum of 50 feet of electrical cord of adequate size to permit machine operation over a large area. Liquid propane gas buffers are not allowed.

Tools to be used in the provision of Services under this Contract must be provided in the quantities needed with the minimum quantity as one (1) and shall meet the requirements of the Services and produce a satisfactory quality of work as judged by the Building Maintenance Supervisor. ConnDOT may order the removal and require replacement of any unsatisfactory equipment in its sole discretion. Required equipment, tools, and supplies to be stored at the Facility include:

- A. Plastic or stainless steel mopping pails with a wringer
- B. Short-handle duster with removable head and treated dusting cloth
- C. Putty scraper
- D. Small scrub brush
- E. Small plastic funnel
- F. 8 ounce plastic measuring cup

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- G. Supply of clean cloths (low lint)
- H. Plastic spray bottle with glass cleaner
- I. Gallon of detergent concentrate with jug pump
- J. Gallon cleaner, disinfectant-concentrate, with jug pump
- K. Plastic spray bottle with cleaner disinfectant solution
- L. Plastic spray bottle with clear water
- M. Lotion-type cleanser
- N. Metal polish
- O. Furniture Polish
- P. Blind dusters and brushes
- Q. Metal can for ashtray disposal
- R. Dust pan and counter broom
- S. Wet mop, if non-carpeted floors are in the assigned area
- T. Dust mop, if non-carpeted floors are in the assigned area
- U. Vacuums as specified
- V. Stripping and buffing machines
- W. Stepladders and other ladders as needed marked with company name to access light bulbs and high dusting
- X. Razor Knife
- Y. Razor Blades
- Z. Portable Hot Water Extractor.

10. Asbestos Containing Material (ACM):

The Facility has ACM in the floor tile, pipe insulation and other areas. Reports documenting the ACM are available at the facility. As a result, all Services shall be completed by Contractor in accordance with 29 CFR 1910-1001(k) – Housekeeping. In addition, all Contractor employees must be trained in compliance with 29 CFR 1910-1001(j) (iv):

“(iv) The employer shall also provide, at no cost to employees who perform housekeeping operations in an area which contains ACM or PACM, an asbestos awareness training course, which shall at a minimum contain the following elements: health effects of asbestos, locations of ACM and PACM in the building/facility, recognition of ACM and PACM damage and deterioration, requirements in this standard relating to housekeeping, and proper response to fiber release episodes, to all employees who perform housekeeping work in areas where AMC and/or PACM is present. Each such employee shall be so trained at least once a year.”

Although all Contractor employees must be appropriately trained, ConnDOT requires that the Contractor furnish documentation showing that the Site Supervisor has received the asbestos awareness training in accordance with 29 CFR 1910-1001(k) – Housekeeping. This documentation must be submitted to ConnDOT within one (1) month of the Contract start. Certifications must be renewed yearly and proof submitted to ConnDOT’s Building

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Superintendent. Additional specific requirements relative to ACM flooring are located in the Care of Asbestos-Containing Flooring; Section 18.

11. Materials:

- A.** The Contractor shall furnish all consumables and supplies and insert various products in the appropriate dispensers. Repair and any needed replacement of broken dispensers is the Contractor's responsibility. The Contractor shall note that 55 gallon drums are used as trash cans in the garage and basements and will need liners.
- B.** Any materials used not specifically identified in this Contract are subject to approval by ConnDOT's Building Maintenance Supervisor.
- C.** The Contractor shall use only materials that are labeled and identifiable by brand name. No materials, treatment, or procedure may be used on any floor or stairway that will cause or contribute to the floor or stairway surface being slippery or unsafe to walk upon in all kinds of weather under normal use.
- D.** The Contractor is responsible to provide and maintain a number of walk-off mats as described in these specifications Walk-Off Floor Mat; section 15.
- E.** Material Safety Data Sheets must be supplied and kept current for all supplies and items brought into the Facility. The Contractor must keep a set and forward a set to the Building Maintenance Supervisor.

12. Supply Distribution:

Supplies must be installed in dispensers by the end of each day to ensure an adequate supply for the next day.

The Contractor shall furnish and install all necessary liquid hand soap as required for all dispensers. Any repairs, replacement, or unclogging of the dispensers is the Contractor's responsibility. Replacements must be with approved equal materials. All sinks that do not have a dispenser must have one installed by the cleaning Contractor. Hand sanitizer units are the responsibility of the Contractor. They must be checked on a nightly basis and filled when necessary. Contractor shall supply all deb/SBS Aero Instant Free Foaming Hand Sanitizer Fragrance-free and Dye-free when necessary.

Refill dispensers; stock all sanitary product machines with product. All machines must vend for twenty five (25) cents. All repairs, supplies, product purchase money collections or shortages are the Contractor's responsibility.

13. Compliance with Environmental Regulations:

The Contractor shall be fully responsible for compliance with all Federal, State and local environmental regulations and policies. This includes ensuring that the sinks and drains in the Facility connected to the sewer system are the only acceptable place to dispose of any

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water, cleaning chemicals, or other products that were used in Facility cleaning. Under no circumstances should anything be dumped outside on the ground or in catch basins.

14. Trash and Recyclable Material Collection:

Trash, recyclable collection, breakdown of boxes and removal by the Contractor to the various on-site dumpsters is included in the Services.

15. Schedule:

Within one (1) month of the Contract start date, the Contractor shall furnish ConnDOT a typed schedule showing when all tasks will be performed. The schedule is subject to approval by ConnDOT. The schedule will include daily, weekly, monthly, quarterly, and yearly Services for the entire Contract period.

CLEANING PROVISIONS

16. Task Specifications:

The following Task Descriptions are the minimum standards for execution of the Services. The frequency of the task is listed on the Maintenance Task Schedule provided at the end of this division. More detailed task descriptions are also included for certain, more involved materials and procedures.

- A. Maintain Floors Using Hard Surface Floor Care Specifications:** Refer to Hard Surface/Resilient Tile Floor Care specifications in Section 17.

- A. Empty and Clean Trash Receptacles:** The Contractor shall empty all trash receptacles. Liners shall be replaced daily. All trash must be bagged before it is placed in the dumpsters located at the Facility. The interiors and exteriors of trash receptacles will be free of trash, liquid, gum, grease, and other foreign substances. Those trash receptacles, which are found to contain liquids or other substances shall be washed out and dried before new liners are installed. The Contractor shall place the removed trash into the dumpster/container located in the appropriate location at the Facility. No trash should be placed on the ground or on top of the trash container. Breakdown all cardboard and place in proper dumpster at the Facility. Clean area around Facility dumpsters.

Paper Recycling Containers: Empty on a daily basis the intermediate white and/or mixed paper recycling containers into the appropriate collection dumpsters.

- B. Clean Cigarette Receptacles:** Contractor shall empty, clean and refill sand (where applicable) cigarette receptacles and police/sweep area to remove all butts and other trash.

- C. Dust Furniture:** Wipe all furniture clean nightly with a treated duster or cloth, including but not restricted to desk(s), table(s), bookcase(s), file cabinet(s), shelf(ves), counter(s), and telephone(s).

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D. Dust Interior Surfaces: Dust all building surfaces such as rails, ledges, windowsills, partitions, blinds, vents, baseboards, etc. Wash clean where necessary.

Note: *Several rooms need special attention in regards to dusting due to crushing and testing of dirt and soil.*

G. Clean Walls and Partitions: Wipe all walls, partitions, and doors with a cloth and clean water. Clean and polish with suitable material, all bright work, water fountains, etc. Vacuum cloth covered partitions. This includes elevator interiors.

H. Wash Walls and Partitions: Clean with suitable cleaner and/or detergent all walls, partitions.

I. Glass Doors – Interior and Exterior: All glass on all doors, including office and corridor sidelights and vestibules will be washed clean, includes interior and exterior surfaces. All drippings will be wiped clean and dry. Private offices should be checked daily and fingerprints removed with full washing of glass monthly.

J. Dust Light Fixtures: All light fixtures to be dusted with a suitably treated cloth or duster. Open, clean, and remove dead bugs and wipe clean lens with cloth.

K. Clean Microwaves & Refrigerators: The Contractor shall thoroughly clean the exterior and interior surfaces of microwaves and refrigerators using an approved cleaner with a clean cloth to remove all dust, dirt, grease, fingerprints, stains, streaks and food particles.

L. Clean Elevator Tracks: Each elevator to be stopped, all tracks vacuumed, and all dirt or foreign objects removed.

Spot Clean: Perform the standard cleaning functions not specifically listed but necessary to maintain a level of cleanliness satisfactory to the Building Maintenance Supervisor, to perform standard cleaning functions more often than listed frequency due to weather conditions, etc. Spot cleaning to include, but not restricted to, wiping soil or finger marks from all surfaces, especially around light switches, doors, door closers and door jambs, water fountains, counters, window ledges, thresholds, floor hinges and walls.

N. Clean Rest Rooms:

1. Remove waste paper and refuse, place plastic liners in receptacles. Empty sanitary receptacles and replace waxed bags. The Contractor is responsible at his expense to properly dispose of this material.
2. Wash and disinfect both sides of toilet seats.
3. Wash all mirrors.
4. Wash and disinfect all basins, bowls, and urinals.

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5. Wash, clean, remove markings, and disinfect and polish all bright work, including flushometers, piping, toilet seat hinges, partitions, showers, and trash containers.
 6. Wash, clean, remove markings, and disinfect all walls and partitions.
 7. Sweep and wash all flooring with suitable disinfecting detergent.
 8. Fill toilet tissue, hand towels, and soap dispensers.
 9. Pour water/disinfectant solution into all floor drains.
 10. Machine scrub all ceramic tile floors and shower areas every ninety (90) days. Submit proposed schedule to ConnDOT for approval ten (10) days in advance.
 11. On a nightly basis, report to ConnDOT's Building Maintenance Supervisor any equipment that is not working properly, including any leaks noticed, toilets or sinks that are clogged, and any problems with fixtures in bathrooms.
- O. Clean All Lounge Furniture:** Wash clean with a suitable cleaner all furniture, chairs, tables, and receptacles.
- P. Metal Surfaces:** All metal surfaces around doors, windows, elevator entrances, and all kick plates to be thoroughly cleaned and polished. This is to include handles, sills, frames, hinges, thresholds, pillars, doors, water fountains, elevator interior and exteriors, etc. Polish all bright work and metal.
- Q. Sweep Daily:** All outside walk areas and entranceways within 20 feet of any door. Overhead doors excluded.
- R. Walk-off Mats and Well Mounted Mats:** Vacuum all entrance areas and walk-off mats. Roll up mats and shake out daily, clean under mats.
- S. Concrete Flooring:** Weekly, sweep all garage bays. Care shall be taken to avoid silting the garage drain system. All other concrete floors and stairwell areas will be dust mopped and wet mopped daily.
- T. Desk Mats:** Mop with all-purpose cleaner.
- U. Exterior Windows:** Remove and clean screens and replace. Wash exterior and interior of all outside windows. Windows must be washed with a squeegee using scaffolding or ladders as necessary. Telescopic pole washing is not allowed. All OSHA Fall-Protection Requirements must be followed. All screens to be removed and replaced by Contractor. Cleaning of windows is to be done during the month of May.
- V. Clean Ceiling Vents and Diffusers:** Remove vent, dust, and then wash with a suitable cleaner to remove all dirt and soot. Dry vent and replace. Vacuum the ceiling tiles within 2 feet of all vents.
- W. Clean and Wash Light Fixtures and Lenses:** During the month of September, using suitable machinery and equipment, ultrasonically clean all light fixture lenses and wash

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all bulbs and interior parts of fixture. At ConnDOT's option, reinstall new light tubes provided by ConnDOT, or damp wipe old tubes and reinstall.

- X. Chair Cleaning:** During the month of June, the following is to be scheduled. Chairs are to be pre-sprayed the hot water extracted. The rest of the chair should be cleaned and wiped off. This task is to be done on Friday nights. All chairs are to be put back at the proper location.
- Y. Light Bulbs:** On Wednesday nights, replace all burnt out bulbs inside the building. Contractor will use his/her own ladder to replace all burnt out light bulbs. Report all lights still not working after bulb replacement and advise when bulb inventory is low. Lens and light covers found missing or broken will be treated as being broken by the Contractor and must be replaced by the Contractor at its expense. If a ConnDOT electrician responds to a report by the Contractor for a fixture not working and the bulb is found to be the cause of the problem, the Contractor will be billed for this service.
- Z. Benches, Bright Work and Concrete Floor Care at Test Lab Rooms:**
- ◆ Clean all laboratory countertops, wash sinks, faucets, and gas jets.
 - ◆ Polish all chrome bright work.
 - ◆ Walls will be cleaned and dusted nightly.
 - ◆ Concrete floors washed daily.

FREQUENCY OF CLEANING DUTIES REQUIRED

The Price Schedule (Exhibit B) pages list the frequency for performing the specific duties required for the various types of materials, occupancies, and areas in the Facility. However, there are certain rooms in the Facility where testing is performed on soils, sand, and other similar materials that require more frequent dusting and washing. The shaker rooms and soils rooms will require daily dusting and washing of surfaces in some cases. ConnDOT reserves the right to modify cleaning schedules from time to time.

15. Walk-Off Floor Mat:

Walk-off floor mats must be changed every two (2) weeks

All walk-off mats must be supplied, removed, shampooed, and replaced with clean dry mats in good condition at all locations listed below. ConnDOT has the right to change the color, quantity, size, or make additions or deletions at any time. ConnDOT also has the right to require the replacement of worn mats at any time.

This program is designed to protect the State's significant investment in flooring. All mats must be supplied and put into place by the Contractor or, at his or her option, a service company arranged by the Contractor and paid by the Contractor. ConnDOT reserves the right to add an additional 50% quantity of mats because of weather conditions.

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Listed below are the mat colors, quantities, and sizes at the following locations

BUILDING: Testing Laboratory

LOCATION	QUANTITIY	COLOR	SIZE
Main Entrance	3	Blue	4' X 6'
Entrance by elevator	1	Blue	4' X 6'
Rear hall	2	Blue	4' X 6'
Basement	1	Blue	4' X 6'

BUILDING: Annex

LOCATION	QUANTITIY	COLOR	SIZE
Hallway	4	Blue	3' X 5'

16. Well Mounted Floor Mat Cleaning:

- A. Roll mats up, sweep and vacuum floor under mats.
- B. Wet mop both sides of mat.
- C. Clean out well, remove excess water from well.
- D. Replace mat in well when dry.

Listed below are the two (2) locations for the Well Mounted Floor Mats

BUILDING – Testing Laboratory

LOCATION	QUANTITY
Main Entrance - Front of Door	One (1)
Break Area - Front of Each Door	Two (2)

17. Hard Surface/Resilient Tile Floor Care:

Contractor shall use the Pioneer/Eclipse System or its equivalent as approved by ConnDOT during the bid process. Contractor shall use floor care maintenance and cleaning products that comply with the provision of Conn. Gen. Stat. Section 4b-15a and are "Green Seal" and/or certified EcoLogo "greenproducts." Greenproducts are identified by EcoLogo on its website:

<http://www.ecologo.org/en/greenproducts/>

Greenproducts are identified by Green Seal on its website:

<http://www.greenseal.org/FindGreenSealProductsAndServices.aspx>.

18. Care of Asbestos-Containing Flooring:

Some flooring at this location contains asbestos. Burnishing of tile is allowed but the tile must never be allowed to become unfinished or have all finish removed without an immediate recoating. All work with asbestos-containing flooring material must be in strict compliance with 29CFR 1910.1001(k) (7) as follows:

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Sanding of asbestos-containing floor material is prohibited. Stripping of finishes shall be conducted using low abrasion pads at speeds lower than 300 rpm and wet methods. Burnishing or dry buffing may be performed only on asbestos-containing flooring which has sufficient finish so that the pad cannot contact the asbestos-containing material.

A. Daily Maintenance

Sweep: Sweep floor, clean all loose dirt, dust, and debris. Remove mats.

Mop: Dust entire floor using an untreated dust mop. Remove all gum and stickers.

Clean: Using a clean mop, damp mop entire floor with EnviroStar Green All Purpose Cleaner #330. Rinse mop and change mop water when dirty.

Buff: Dry buff floor with high-speed burnisher and Pioneer Blue Blend pad. Replace mats.

Sweep: Sweep floor to remove dust from burnisher.

B. Weekly Maintenance – Done on Thursday

Sweep: Sweep floor, Clean all loose dirt, dust, and debris. Remove mats and any objects not permanently affixed to floor.

Mop: Dust entire floor using an untreated dust mop. Remove all gum and stickers.

Clean: With clean mop, damp mop entire floor with EnviroStar Green Floor Maintainer #213 – 2 oz. per gallon of cold water. Rinse mop and change mop water when dirty.

Buff: Using Pioneer Blue Blend pad and high-speed burnisher, dry buff the entire floor. Heat created by pad friction will buff to a “wet look” shine. Replace mats.

C. Monthly Maintenance

Sweep: Sweep floor, clean all loose dirt, dust, and debris. Remove mats. Dust entire floor with untreated dust mop. Remove all gum and stickers. Remove objects not permanently affixed to floor.

Scrub: Using conventional floor machine, mop entire floor with EnviroStar Green All Purpose #330 cleaner - 2 oz. per gallon of cold water. Using a mounted gray Superscrub pad, scrub entire floor at low speed. Remove all splatter caused by scrubbing.

Rinse: Using a clean mop and bucket, wet mop entire floor with clear, cold water. Rinse mop and change water frequently. If necessary, repeat above, rinse steps to ensure totally clean floor. *Caution: Do not rinse floors with dirty mops or water.*

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Burnish: Burnish entire floor to identify areas of wear.

Re-coat Areas of Wear as Identified Above: Using a clean rayon mop and bucket, apply up to three (3) thin, even coats of EnviroStar Green H525 Floor Coating in the following manner: First, saturate mop head and wring out; Second, outline section of floor to be re-coated, staying at least 2 inches from all edges or counters; Third, fill in outlined area; and Last, allow at least thirty (30) minutes to dry between each coat.

Buff: After floor has thoroughly dried (allow thirty (30) to sixty (60) minutes after last coat), dry buff entire floor with high-speed burnisher and Pioneer Blue Blend pad. Replace mats and equipment.

D. Yearly Maintenance

Sweep: Remove all obstructions not permanently affixed to the floor. Remove all gum and stickers. Using an untreated dust mop, thoroughly dust and sweep entire floor.

Strip: Mop floor with liberal solution of 1 gallon of EnviroGreen Stripper #515 to each 6 gallons of cold water. Adjust this ratio depending on the amount of finish buildup. Allow solution to soak for ten (10) minutes. Use "doodle bug" style edge scrubber with black strip pad for edges. Scrub floor with floor machine using black strip pads. Remove all splatter caused by stripping. No finish to remain on floor at all. This may require multiple strippings.

Rinse: Mop up dirty water left by scrubbing with 1 ounce of EnviroStar Green All Purpose Cleaner #330 per gallon of cold water. Mop thoroughly under shelves and in corners. Change water frequently. If necessary, repeat rinsing steps to ensure floor is totally clean. Never apply finish over dirty floor.

Re-coat: Using a clean mop and bucket, apply four (4) coats of EnviroStar Green H525 and allow drying thoroughly between coats. First, wring out mop-head that has been saturated in finish; Second, outline section of floor to be re-coated staying at least 2 inches from the edges and counters; Third, mop first coat in outlined area and allow to dry; Fourth, apply second coat thinly in the above manner and allow to dry; Fifth, apply a final, very thin third coat over the entire floor and up to edges and allow to dry.

Buff: After EnviroStar Green H525 is thoroughly dry, dry buff entire floor with Pioneer Blue Blend pad and high-speed buffer. This generates the heat necessary to create a hard, deep shine.

NOTE: *Within one (1) month of the Contract start date, it is the Contractor's responsibility to contact the factory representative of the floor system being used and arrange a minimum of three (3) hour training session at the Facility for the Contractor's personnel. Any costs associated with this training are the Contractor's responsibility. ConnDOT must be notified*

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of the date and time of this training session in order to verify its successful completion. This training must be repeated annually.

Equipment Storage:

ConnDOT will provide an area at the Facility for the storage of equipment and cleaning products related to this Contract. Cleaning chemicals will be required to be stored by the Contractor in accordance with all State and local fire marshal codes and requirements. The Contractor must assume all responsibility for loss, theft, or damage to equipment.

19. Maintenance Task Schedule:

<u>DAILY TASKS</u>	
C	Empty and Clean Trash Receptacles
D	Clean Cigarette Receptacles
I	Glass Doors – Interior and Exterior
M	Spot Clean
N	Clean Rest Rooms
O	Clean All Lounge Furniture
P	Metal Surfaces
Q	Sweep Daily
R	Walk-off Mats and Well Mounted Mats
Z	Benches, Bright Work and Concrete Floor Care at Test Lab Rooms
<u>DAILY PORTION OF TASKS</u>	
A	Maintain Floors Using Hard Surface Floor Care Specifications

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WEEKLY TASKS	
E	Dust Furniture
G	Clean Walls and Partitions
J	Dust Light Fixtures
K	Clean Microwaves & Refrigerators
L	Clean Elevator Tracks
S	Concrete Flooring
Y	Light Bulbs
WEEKLY PORTION OF TASKS	
A	Maintain Floors Using Hard Surface Floor Care Specifications

MONTHLY TASKS	
F	Dust Interior Surfaces
T	Desk Mats
V	Clean Ceiling Vents and Diffusers
MONTHLY PORTION OF TASKS	
A	Maintain Floors Using Hard Surface Floor Care Specifications

DEMAND TASKS	
A	Maintain Floors Using Hard Surface Floor Care Specifications
U	Wash exterior and interior of all outside windows
W	Clean and Wash Light Fixtures and Lenses

20. Additional Work:

There may be additional tasks required that are not specified or anticipated. Upon request for the performance of such tasks, the Contractor shall submit a written proposal, utilizing its bid hourly rate and calculated square footage charges. ConnDOT shall review these additional charges, if in accordance with previously bid rates, and shall request that DAS, Procurement Services, incorporate them into the Contract through an appropriate supplement.

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ADDITIONAL TERMS AND CONDITIONS:

21. Qualified Partnership

Contractor must remain certified as a Qualified Partnership per C.G.S 4a-82 during the entire term of the Contract. The certification of Qualified Partnerships is administered through the Connecticut Community Providers Association (CCPA) which can be reached directly at (860) 257-7909 for program requirements.

22. Keying and Access Cards:

Two (2) entry cards for the Facility will be supplied to the Contractor by ConnDOT. Additional cards may be purchased by Contractor for twenty dollars (\$20.00) each. No keys or access cards issued by ConnDOT shall be duplicated by the Contractor. The Contractor shall maintain and have available at all times for inspection by ConnDOT, a key log of all keys and entry cards issued. The Contractor shall maintain control over key issuance and collection so that none will be removed or taken from the Facility except by managerial or supervisory employees designated by the Contractor to ConnDOT. All keys and entry cards are to be returned to ConnDOT at the expiration of the Contract. A twenty-five dollar (\$25.00) charge will be levied against the Contractor for each broken key and lost or mutilated entry card.

23. Alarm Access Codes:

Contractor will be assigned an access code to the Facility and shall maintain and make available to ConnDOT a log of who is issued the code. Only employees assigned to supervise the provision of Services at the Facility will be authorized the access code by the Contractor.

24. Security Policy and Procedures:

ConnDOT has in effect a Security Policy ("Security Policy") that the Contractor shall adhere to. The Contractor is responsible for being familiar with the Security Policy and informing his employees of all security procedures, which must be strictly adhered to by all employees.

There are certain internal doors protected by card readers. These doors are not to be left open during nightly cleaning and should only be open while the cleaner is physically in the office.

Contractor's supervisory personnel shall include in their responsibilities overseeing that all entrances and exits in each area are secure during nightly operations and locking all doors and windows when leaving the Facility.

In the event that the Contractor or his employee(s) have not properly armed or secured the Facility, and ConnDOT representatives are required to respond to the Facility after notification from the security service, the Contractor will be assessed a one hundred fifty dollar (\$150.00) charge per occurrence.

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The Contractor shall provide the Building Maintenance Supervisor with a telephone number for emergencies, and must respond to the site if needed within one (1) hour.

25. Employees:

Contractor will hire only employees with good character and technical knowledge of their duties to properly conduct the Services.

The Contractor must supply personnel trained in the performance of tasks required by this Contract and familiarize all employees with the requirements unique in working in and around a transportation Facility, including ConnDOT Security Regulations.

The Contractor shall be responsible for the proper personal conduct of all its personnel while present at the Facility. Criminal background checks are not required for this Contract, however, the Contractor agrees to remove any employee whose conduct ConnDOT feels is detrimental to its best interest, the best interest of the general public, or occupants.

The Contractor shall furnish identification badges which are to be worn by all its employees while at the Facilities.

26. Inspection:

Once a week, as scheduled by ConnDOT, Maintenance Supervisor and Contractor's representative will meet to inspect Services performed. The Contractor shall make a written list of any deficiencies brought to its attention by the Building Maintenance Supervisor and furnish a written report of such deficiencies to the Building Maintenance Supervisor within one (1) day following the inspection. Corrective work related to such deficiencies shall be done within five (5) days of the inspection. Failure of the Contractor's representative to attend any of the inspection(s) or provide the written reports will result in the generation of a Vendor Performance Report (as such term is defined herein).

In addition to the weekly inspection, ConnDOT personnel will be making unannounced inspections of these facilities. Should deficiencies be discovered, the Building Maintenance Supervisor will have the option to bring the deficiency to the Contractor's attention at the next weekly meeting or if the deficiency is deemed to be critical, call Contractor immediately. If such a call is made, the Contractor will have four (4) hours to make a job-site response. If job-site response is not made to the satisfaction of the Building Maintenance Supervisor, procedures from Performance Monitoring shall be followed.

27. State Equipment:

The Contractor or its employees may not use State telephones or any other equipment such as computers, fax machines, or any other electronic equipment.

28. Performance Monitoring:

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Throughout the term of this Contract, ConnDOT and DAS may monitor the Performance of the Contractor. ConnDOT may notify the Contractor to correct any problem(s) and a Vendor Performance Report (a "Vendor Performance Report" or "Report") will be generated by ConnDOT through the DAS Biznet system to document all Performance issues. The Report will notify DAS and its applicable Procurement Services Contract Specialist or Purchasing Assistant regarding contractual breaches or poor Performance issues and will identify a ConnDOT proposed solution or cure and timeframe to rectify the breach or Performance issue.

Failure by the Contractor to comply with ConnDOT's proposed solution or cure within the timeframe specified in a Report will result in the generation of a Validated Report of Poor Performance or Noncompliance by DAS (a "Validated Report").

After receipt of a Vendor Performance Report by DAS, each specific incident will be addressed as follows:

The first Vendor Performance Report issued within an Evaluation Period (as such term is defined in the final paragraph of this section) will allow DAS, at its option, to investigate the Contractor for contractual breaches or poor Performance issues for the purpose of determining whether such breaches or poor Performance issues have occurred. DAS shall generate a Validated Report as a result of its investigation if appropriate. In the event a Validated Report is issued, the Contractor will have five (5) days from the date of issuance to cure any breaches or Performance issues.

A second Validated Report within an Evaluation Period will result in a conference involving the Contractor, ConnDOT and DAS. The Contractor will be given a second opportunity to cure Performance issues within a timeframe not greater than five (5) days from the date of issuance set by ConnDOT in its sole discretion.

A third Validated Report within an Evaluation Period may result in termination of the Contract at the discretion of the ConnDOT and DAS. The terminated Contractor shall be liable to the State of Connecticut for all additional costs incurred as a result of the termination.

In the event of termination, the Contractor shall immediately deliver to ConnDOT all keys, drawings, plans, sketches and specifications, any data pertaining to the Contract, and any unused material supplied to the Contractor by ConnDOT or any other representative of the State.

For purposes of this Contract, an "Evaluation Period" is defined as three (3) consecutive months (each an "Evaluation Period"). Specific incidents from one (1) Evaluation Period will not extend into another Evaluation Period. After two (2) consecutive Evaluation Periods, ConnDOT and DAS may review the results of the Contractor's performance and may, at the option of ConnDOT and DAS, revise the length of subsequent Evaluation Periods.

29. Assessment of Damages:

In the event that the Contractor provides unsatisfactory service(s) or fails to comply with the terms of the Contract and such unsatisfactory service is remedied at the option of ConnDOT and DAS Procurement by State employees or by third party contractors; ConnDOT and DAS

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Procurement will assess the Contractor the full amount expended to correct the deficiencies.

In the event the Contractor and/or its performance and/or equipment is not in proper working condition, causing delays in the performance of the Services, ConnDOT and DAS Procurement reserve the right to assess damages in an amount equal to the cost to the State to rectify any delay or deficient performance. Determination and assessment of such amounts due will be made by DAS Procurement Services in its sole discretion.

Any assessment of damages that are imposed upon the Contractor shall be paid by the Contractor's issuance of a check payable to Treasurer, State of Connecticut.

30. Contract Separately/Additional Savings Opportunities

The State reserves the right to either seek additional discounts from the Contractor(s) or to contract separately for a single purchase, if in the judgment of DAS/Procurement Services, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the published Contract prices, whether or not such a savings actually occurs.

31. P-Card (Purchasing MasterCard Credit Card)

Purchases for all state agencies that are less than \$1,000 shall be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued from this Contract using the Mastercard. The Contractor shall be responsible for the credit card user-handling fee associated with credit card purchases. The Contractor shall charge to the State's MasterCard only upon acceptance of goods or rendering of services.

The Contractor shall capture and provide to their merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

Questions regarding the state of Connecticut MasterCard Program should be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

32. Standard Wages

Contractors shall comply with all provisions of Connecticut General Statutes 31-57f, Standard Wage Rates for Certain Service Workers and shall pay wages in accordance with the current wage rates provided by the Department of Labor. Information regarding this Statute and how and when it applies can be obtained from DOL's web site at <http://www.ctdol.state.ct.us/wgwkstnd/99-142guide.htm>. Questions concerning the provisions and implementation of this act should be referred to the Connecticut Department of Labor, Wage and Workplace Standards Division, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114 (860) 263-6790 or his designated representative. A link to the Standard Wages is provided below.

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Standard Wages

<http://www.ctdol.state.ct.us/wgwkstnd/standardwage.htm>

33. Purchase Orders:

Questions concerning purchase orders are to be directed to ConnDOT's Processing Unit at 860-594-2070.

34. Invoices and Payments:

Payment and invoicing inquiries should be directed to ConnDOT's Accounts Payable Unit at 860-594-2305.

All invoices must include:

- A. Contractor F.E.I.N. or Social Security number.
- B. Complete Contractor name and billing address.
- C. Project number, if applicable.
- D. Invoice number and date.
- E. Purchase order number.
- F. Itemized description of services and/or material supplied.
- G. Adjustments, if applicable.
- H. Quantity, unit, unit price, and extended amount.
- I. Ticket numbers corresponding to each invoice must be listed or attached to the company invoice as a separate sheet, if applicable.
- J. Work periods and traffic control prices must be itemized, if applicable.

For prompt payment processing, please mail invoices to the following address:

State of Connecticut
Department of Transportation
Bureau of Finance and Administration
Attn: Accounts Payable SW1A
P.O. Box 317546
Newington, CT 06131-7546

Payments may be delayed if the invoice form is not properly completed in accordance with the instructions noted above.

35. Index of Abbreviations

ConnDOT	State of Connecticut Department of Transportation
F.E.I.N.	Federal Employee Identification Number
OSHA	United States Occupational Safety and Health Administration
DAS	State of Connecticut Department of Administrative Services
CGS	Connecticut General Statute

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MSDS	Material Safety Data Sheets
ACM	Asbestos Containing Material
PACM	Presumed Asbestos-Containing Material