

Western Technical College

Bid Notice

WESTERN BID 2502 – JANITORIAL SERVICES

FOR WESTERN TECHNICAL COLLEGE

LOCATIONS IN LA CROSSE:

ADMINISTRATIVE CENTER, LUNDA CENTER,
APPRENTICESHIP & INDUSTRY TRAINING CENTER (AITC),
VEHICLE TECHNOLOGY CENTER.

ISSUED

MAY 20, 2025

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400 7th Street North
La Crosse, Wisconsin 54601

NOTICE TO BIDDERS

Request for Bid Notice WESTERN BID 2502 – JANITORIAL SERVICES

The Western Technical College District will receive sealed bids until June 10, 2025 at 2:00 PM CDT for Janitorial Services.

Bid documents may be obtained by downloading from Western Technical College's website at www.westerntc.edu/purchasing or the DemandStar website bid posting.

All bids must be submitted electronically through the bid posting on the DemandStar website, mailed, or hand delivered in a sealed envelope, clearly marked on its face: WESTERN BID 2502 – JANITORIAL SERVICES.

A public bid opening will be held online via Zoom on June 10, 2025 at 2:30 PM CDT. Here is the online Zoom meeting link for public bid opening: <https://western-tc-edu.zoom.us/j/95333482332> Meeting ID: 953 3348 2332.

The district reserves the right to accept or reject any bid for due cause or to waive minor irregularities and to make the award in such manner as may be deemed right and proper and in the best interest of the District.

All bids must be guaranteed for 60 days after bid opening.

Dated this 20th day of May 2025.

The Board of the Western Technical College District,
Roger Stanford, President

SUBMITTAL INSTRUCTIONS

A completed and signed bid response **must** be received and date/time stamped by Western Technical College Business Office by 2:00 p.m. local time on the stated bid due date to be considered. Bids not date/time stamped shall be considered late. **Late bids shall be rejected.**

Bids must include all required documentation to be considered. Please refer to the Attachments for project scope, specifications, requirements, and forms. The required documents are listed in Attachment B: Required Bid Documents.

Bids are accepted through the following methods:

ELECTRONIC VIA DEMANDSTAR:

Electronic bids may be submitted to the Request for Bid posting on the DemandStar website www.demandstar.com. Suppliers can register for free at <http://www.demandstar.com/app/wapp/registration> to access Requests for Bids and submit bids electronically. A link to the Request for Bid on DemandStar is available on the Western Technical College website <https://www.westerntc.edu/purchasing>. Bids submitted electronically must be received and date/time stamped in DemandStar by **June 10, 2025 by 2:00 p.m. CDT.**

MAILING:

Original **mailed** bids must be received and date/time stamped at Western Technical College Business Services office, 400 7th Street N, La Crosse, WI 54601 by **June 10, 2025 by 2:00 p.m. local time.** Please use the return address label below if mailed.

HAND DELIVERY:

Hand delivery can be made to Jessica Hytry or Mitchel Spry in the Business Services Office on the first floor of the Administrative Center building at 111 7th Street North, La Crosse, WI 54601 by **June 10, 2025, by 2:00 p.m. local time.** Please use the return address label below if hand delivered.

You have been supplied with a pre-addressed return label below. Please fill in vendor name and address on the return label to help us identify this bid response. Please use one of the options listed above to return your bid.

NOTE: PLEASE CUT OUT AND AFFIX THE RETURN ADDRESS LABEL BELOW ON THE UPPER LEFT CORNER OF YOUR ENVELOPE TO INDICATE THE SEALED BID IS ENCLOSED. This will help with timely delivery and receipt date/time stamping.

RETURN ADDRESS LABEL:

TIME SENSITIVE	OFFICIAL SEALED BID
<u>WESTERN BID 2502 - JANITORIAL SERVICES</u>	
DUE DATE: JUNE 10, 2025 TIME: 2:00 PM CDT	
VENDOR NAME: _____	
ADDRESS: _____	

Western Technical College Business Office, Purchasing 400 7 th Street N La Crosse, WI 54601	

SECTION 1: GENERAL INFORMATION

1.0 Statement of Purpose:

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a bid for janitorial services for multiple Western Technical College locations. The locations are as follows at the La Crosse main campus: Administrative Center, Lunda Center. The other facilities in La Crosse include the following: Apprenticeship & Industry Training Center (AITC), and Vehicle Technology Center which includes the Automotive Center and the Truck & Heavy Equipment Center (Diesel).

The scope of services for this bid are explicitly described in Attachment A: Project Scope, Specifications, and Requirements and the schedule for services at each location as provided in Exhibit 1: Performance Requirements / Cleaning Specifications. Services must include all operations in connection with janitorial services in the buildings as described in this bid. The required documents for this Bid are listed in Attachment B: Required Bid Documents.

Personal inspections of the properties can be made by interested contractors by contacting Julie Dahl, Facility Operations Manager, at (608) 785-9109 between the hours of 6:00 a.m. and 2:00 p.m. Monday through Friday to set up inspections.

The results of this solicitation will be used to award contract(s) for Western Technical College for a base period of five (5) years with the option for two (2) individual one year term renewals to occur for a total maximum term not to exceed seven (7) years. The bid is intended to be awarded in its entirety to one vendor to include all locations.

1.1 Background:

Description of College

Western Technical College is one of sixteen (16) technical college districts in the state of Wisconsin. Western Technical College serves parts or all of eleven (11) counties and offering associate degrees, technical diplomas, and certificates in over 100 programs to approximately 9,000 (head count) students. Western Technical College employs approximately 439 full-time and 436 part-time faculty and staff members. For the fiscal year ending June 30, 2023, Western Technical College's budgeted total expenditures were approximately \$111.5 million.

Campus Information

Western Technical College main campus is located in La Crosse, Wisconsin. We also have six regional locations in Black River Falls, Independence, Mauston, Tomah, Sparta, and Viroqua, Wisconsin.

Educational Information

Western Technical College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Western Technical College offers a variety of educational and training opportunities with more than 100 programs of study in 10 career cluster areas such as Advanced Manufacture, Agriculture, Business, Design and Construction, Education and Human Services, Health Sciences, Liberal Arts, Public Safety, STEM, and Transportation. Other programs and services include apprenticeship instruction, adult basic education, customized business and industry training, counseling, testing and career services

Mission Statement and Goals

Western Technical College provides relevant, high quality education, in a collaborative and sustainable environment, that changes the lives of students and grows our communities.

Strategic Plan/Strategic Directions/Strategic Goals

In fall 2018, Western launched a new strategic plan, called Experience 2025 aimed at improving overall success for "every student, every day." The plan includes the following four strategic directions and corresponding strategic goals:

First Choice Service

- Increase overall student satisfaction from 69% in 2017 to 75% by 2021.
- Increase student engagement with student support services from a score of 48.6 to 52 by 2025.

Workforce and Community Engagement

- Infuse work-based learning and community-based learning in 100% of associate degree and technical diploma programs by 2025.
- Implement a comprehensive workforce sector development strategy by 2025.

SECTION 1: GENERAL INFORMATION

Equity, Inclusion, and Support

- Eliminate course completion, retention, and graduation achievement gaps between black, Hispanic/Latino, and Native American students and white students by 2025.
- Increase enrollment of program-declared students of color from 12.82% in 2018 to 15% in 2025.

Employee Engagement

- Increase engaged employees from 35% in 2017 to 45% by 2025.

1.2 Definitions: The following definitions are used throughout this document:

Contractor means successful bidder awarded under this RFB process.

MBE means Minority Business Enterprise.

P-Card means Procurement Card (Campus credit card).

RFB means Request for Bid.

Western means Western Technical College.

WTCS means Western Technical College System.

Customer is any Wisconsin Technical College District, or other Wisconsin public agency, or any other public agency outside of the state of Wisconsin that by its own rules and regulations is authorized to piggyback this WESTERN agreement.

Confidential Information shall mean information or data that may be exempt from disclosure to the public or other unauthorized persons under state or federal law. Confidential Information includes, but is not limited to, a combination of names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles, credit card information, driver's license numbers, medical data, law enforcement records, agency source code or object code, and agency security data.

Proprietary Information shall mean information owned by the Contractor to which the Contractor claims an interest to be protected under law. Proprietary Information is information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin public records law.

1.3 Liability for Costs:

Western is not liable for any cost incurred by bidders in replying to this RFB.

1.4 Debarment:

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. As a part of this bid document there is debarment language and a signature block for you to self-certify your debarment status on the Bidder Response Sheet. Failure to supply this information may disqualify your bid. Information on debarment is available at the following websites: www.epls.gov and www.arnet.gov/far/.

1.5 Electronic Commerce/Online Ordering:

Customers of this contract may want to take advantage of electronic ordering and "E-Commerce opportunities that may be offered by the Contractor. If electronic ordering methods are used, the following conditions will apply:

The terms of this RFB will take precedence over any auxiliary or ancillary contract that may be accepted by any employee of Western Technical College. Any terms, conditions, clauses or specifications that are not consistent with the terms, conditions, or specifications of the RFB will be considered null and void and will not be enforceable by the contractor unless agreed to in a written amendment format signed by the Contract Administrator. These contracts include, at a minimum, "Wrap Around", "Click and Wrap", Electronic Commerce contracts, auxiliary or ancillary service contracts, or any other additional contracts that further define or add additional service elements to the master contract.

1.6 Promotional Materials:

Contractor agrees to not use promotional or marketing material which states expressly or by fair implication that the College endorses either the Contractor or any sponsor of such material.

1.7 Availability of Funds:

The purchase of services or products under this contract is contingent on budget availability for Western or participating agencies.

SECTION 2: RFB PROCESS

2.0 Bid Submission Due Date:

Bidders must submit their bid electronically through DemandStar website, in a mailed version, or hand delivered to the Business Services office. Email and fax versions will not be accepted. **The RFB responses are due at Western Technical College, Business Office by 2:00 PM CDT on June 10, 2025.** Any bids received after the specified due date and time will be rejected. No bid will be accepted on any other forms than those herewith provided.

2.1 Clarifications:

Any and all questions regarding this RFB must be submitted in writing only to the Western Technical College Business Services Office via e-mail Purchasing@westerntc.edu to Mitchel Spry and Jessica Hytry. Verbal inquiries will NOT be accepted.

The “**issuing agency**” for this RFB is Western Technical College, with its address as follows:

Western Technical College
Business Services Office, Room A118
400 7th Street N.
La Crosse, WI 54601

No information provided verbally, or by any Western personnel other than the individuals listed above, will be considered binding for this agreement unless formalized in writing. All respondents should use this written document and its attachments as the sole basis for preparing and submitting bids.

2.2 Applicable Dates:

May 20, 2025..... Notification of Request for Bid

June 10, 2025..... Bids due @ 2:00 PM CDT

June 10, 2025.....Public Bid Opening 2:30 PM CDT

Online Zoom Meeting link for Public Bid Opening: <https://westerntc-edu.zoom.us/j/95333482332>

Meeting ID: 953 3348 2332

June 12, 2025 (anticipated) Contract award notification is made

July 1, 2025 (anticipated) Contract start date

2.3 Contents of Bid:

All attachments, additional pages, addenda, or explanations supplied by the vendor with this bid will be considered as part of the bid response.

If an oral presentation/interview is determined to be held for selected finalists, it shall be at the Bidder's expense. However, an award may be made without discussion or any presentation/interview with the Bidder. Therefore, Bidders are cautioned that bids should be submitted initially as a “best” or most attractive bid from both a technical and cost standpoint. Unnecessarily elaborate brochures or other presentations beyond that required to present a complete and effective bid are not desired and may not be considered by the evaluation team at their discretion.

2.4 Non-Conforming Terms and Conditions:

A response that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFB document are subject to rejection as nonresponsive. Western reserves the right to permit the Bidder to withdraw nonconforming terms and conditions from its response or to negotiate changes to the contractual requirements prior to making a determination of responsiveness and award.

2.5 Exceptions to Bid Specification and Terms:

Any exceptions to the Bid specifications and terms must be clearly documented on an attachment sheet to this bid form and indicated as “Exceptions to Specification and Terms”. Western reserves the right to determine if any noted exceptions or qualifying statements indicated in a bid are in the best interest of Western and participating agencies and reserves the option to reject individual bids based on Exceptions to Specifications and Terms. Submittal of a complete contract replacement or substitution for the terms and conditions of this RFB Contract will not be acceptable and may be grounds for rejection or disqualification of the Bid submitted.

SECTION 2: RFB PROCESS

2.6 Confidential/Proprietary Information

Any restrictions on the use of data contained within a request must be clearly stated in the RFB itself. Proprietary information submitted in response to a request will be handled in accordance with applicable State of Wisconsin procurement regulations and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the vendor's responsibility to defend the determination in the event of an appeal or litigation.

Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information, and which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats.; or material which can be kept confidential under the Wisconsin public records law, must be identified on a Designation of Confidential and Proprietary Information form. This form may be obtained by contacting Purchasing via email at purchasing@westerntc.edu. Bid prices cannot be held confidential.

Marking of the entire response as proprietary will neither be accepted nor honored. The College cannot guarantee that all such material noted remains confidential, particularly if it becomes a significant consideration in contract award. Information will only be kept confidential to the extent allowed by Wisconsin Public Disclosure Law.

2.7 Alternate Bids:

An alternate bid is viewed as a bid describing an approach to accomplishing the requirements which differs from the approach set forth in the solicitation. An alternate bid may also be a second bid submitted by the same Bidder, which differs in some degree from that Bidders prime bid. An Alternate bid should be clearly marked as "ALTERNATE BID".

Western may consider or reject any or all alternate bids submitted.

2.8 "Or Equals" Considered:

Specifications contained in this RFB are intended to define the level of quality and performance required and not to restrict competition. Bidders offering alternate bids to the products or specifications listed shall submit, with their bid, detailed comparisons to the RFB products and specifications documenting equivalence to the products or services identified and describing the effect the alternate product or service would have on the performance or quality of the products or services being proposed. Bidders may offer more than one alternative with required supporting documentation. Where certain brands or part numbers are specified, it is to match standardized products currently being used or to establish a standard for features and construction. Equivalent products and services are acceptable and allowed and Bidders may offer varying brands of "equivalent" items and services for Western's consideration. Western and the participating agencies will be the sole judge of equivalency.

In the event that equivalent or alternate products or services are not allowed, information will be provided, (i.e. must be compatible with existing equipment, software, have interchangeable parts, not need specialized tools, required by grant or funding authority), with the RFB showing why alternate or equivalent products or services will not be considered.

2.9 Acceptance or Rejection of Bids:

This RFB does not commit Western or any participating public agencies to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies as a result of this RFB process. Western reserves the right to accept or reject any portion of a bid, the complete bid, or all bids received as a result of this request, to waive any minor irregularities in the process or procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFB, if it is considered to be in the best interest of Western or participating agencies to do so.

2.10 Non-Interest of Agency Employees and Officials:

No official or employee influencing the award of contract shall have any financial interest, either direct or indirect, in the bid or contract. No official or employee of the college shall exercise any undue influence in the awarding of the bid or contract.

2.11 Right to Amendments/Addendums:

Western reserves the right to amend the terms and specifications of this RFB as necessary during the RFB process.

SECTION 2: RFB PROCESS

- a. **By Western:** Requests for Bids may be amended by Western in response to a need for further clarification, specifications, or requirements changes, new opening date, or any other changes need to clarify the RFB or to allow for answers to Bidder questions. In the event of any formal published changes to the terms and/or specifications of this RFB, notice will be posted to all of the Bidders using the same methods as originally used for posting along with posting to the Western Technical College website <https://www.westerntc.edu/purchasing>.
- b. **By Vendor:** Bids may be amended after receipt but before opening by Western by submitting a later dated bid that specifically states it is amending an earlier submitted bid. No bid may be amended after the RFB due date unless requested by Western.

2.12 RFB Tabulations/Abstracts:

RFB Tabulations are available to the public after date of contract award, and normally within 60-90 days from the date of RFB opening (RFB Due Date). In some situations, RFB tabulations may be completed early and be available for public review on the date of contract award(s).

2.13 Cooperative Purchasing Agreement:

Wisconsin statutes establish authority to allow Wisconsin municipalities to participate in cooperative purchasing when the contractors agree to extend their terms to them. Participating in the service gives vendors opportunities for additional sales without additional bidding. Municipalities use the service to expedite purchases. A "municipality" is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical, and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.).

The Contract award will be subject to suppliers completing and providing with their proposals a signed "Cooperative Purchasing Agreement" form (enclosed) to indicate the Proposers willingness to extend contract pricing and terms to other eligible public agencies and entities in the State of Wisconsin wishing to "piggyback" this contract.

A firm's decision whether or not to offer a volume discount plan should other Colleges, municipalities, etc. wish to piggyback off of this contract will not be used by Western Technical College to evaluate the submitted proposals. However, such a plan has the potential of creating more business for the selected firm from these other sources that may otherwise have to undertake their own competitive selection process in the future.

2.14 Required Forms to Submit Bid Information:

No bid will be accepted on any other form(s) than those herewith specified and/or provided with this RFB. Bids must include all required information and documentation as specified in Attachment B: Required Bid Documents. Vendors must use the documents provided in the attachments of this RFB. Failure to provide all required information and documentation will be cause to reject a bid.

2.15 Qualified Supplier Certification Form:

Included with the bid documents is a "Qualified Supplier Certification Form" that must be completed properly and submitted with the required bid documents in order for the Bidder to have a complete bid for consideration. Only bids from qualified suppliers shall be considered. This form must be signed and be included with the bid response by the specified bid due date and time.

2.16 Warranties:

All product and services provided by the supplier will be warranted to levels of quality and professionalism as is considered "customary and usual in the industry" for the products and services being purchased under this contract. At a minimum, any products sold must have the Manufacturers Standard Warranty available. Failure of a Contractor to warrant their product or work to customary and usual standards for quality and service may be grounds, at the discretion of that public agency, to terminate its purchase of products and services from the Contractor. Contractor must identify their warranty terms for Manufacturers bid and should provide corresponding warranty documents with their RFB.

2.17 Request for Financial Statements:

Western and participating agencies may request financial statements containing three (3) years of Profit and Loss statements, Balance Sheets, and other financial documents for purposes of evaluating the financial ability of firms to provide the scope of service and support required by this RFB. Copies of supplier's Certified Auditor Statements may be requested. In the event such financial information is required for the evaluation of bids, such will be requested in writing to the supplier by Western. Western reserves the right to review other and alternate

SECTION 2: RFB PROCESS

sources of financial record including Equifax, Dunn and Bradstreet and any other third-party reporting organizations available.

2.18 Withdrawal of Bids:

Bids may be withdrawn by the Bidders any time prior to the due date of the bid. These bids will not be opened or considered. Bidders may request that their bid be withdrawn after the due date and time, however, these will be opened and will become part of the public record at the point the RFB process is completed. Negligence on the part of the bidder in preparing the bid confers no right of modification of the bid after the due date for submission.

2.19 Firm Bids:

All terms and conditions of the bids submitted are to be firm for a minimum of sixty (60) days from the award of the contract. Any price increase request (or other proposed change in any of the contract terms) must be requested in writing and must have a written justification showing why the price change or other term change is being requested. Western reserves the right to review any existing index or other third-party measure to verify information provided by the Contractor under these conditions. Western will accept or reject the proposed change in contract and reserves the right to negotiate terms with the Contractor based on the best interests of Western. Any exceptions shall be fully noted.

2.20 Level of Competing Bids Received:

Western reserves the right to reject all bids received and resubmit the RFB if it feels an adequate level of competition was not obtained, if specifications/terms did not allow for a sufficient level of competing bids to be received, if desired specifications, features, or standards were not acceptable or if bids of sufficient quality or completeness were not received.

2.21 Method of Award:

Award shall be made on the basis of the lowest total bid from a responsive and responsible bidders that are judged to be in the best interests of the Western Technical College. Life cycle cost methods, extended warranty, and timeliness of delivery may be used in the evaluation of bids.

Responsive Bidder: Provides all information and materials requested.

Responsible Bidder: Demonstrates ability to satisfy required specifications.

Failure in either of these two areas will be cause to reject a bid.

The Board reserves the right to accept or reject any or all bids or parts of bids or to waive any minor informalities in any or all bids received, the sole right to determine "equal to", and to make the award in such manner as may be deemed right and proper and in the best interest of the Western Technical College District.

2.22 Notification of Award:

All Bidders who respond to this RFB will be notified in writing of Western's award of contract(s) as a result of this RFB.

2.23 State Sales Tax and Federal Excise Tax Exemption:

Notice is hereby given that Western is a Wisconsin municipality and is exempt from state sales taxes and federal excise taxes. Such taxes should not be included in prices or quotes proposed to Western and will not be paid by Western or participating agencies for products or services received.

2.24 References:

Western will assign evaluation points based on comments and reviews of the supplier's product and/or services as provided by references. As a part of the Bidders response, they should provide a minimum of 3 references of Customers of similar size or type to Western campuses to be served by this contract.

2.25 Demandstar Vendor Registration:

Suppliers wishing to participate in this and additional opportunities with Western and other public agencies within Wisconsin can register for free at <http://www.demandstar.com/app/wapp/registration>. This will provide access to review Requests for Bids and Requests for Proposals, download documents, and submit e-bids if accepted in that manner.

SECTION 2: RFB PROCESS

2.26 Public Inspection of Bids:

To maintain the integrity of the competitive bid process, bids received from suppliers will NOT be made available to other competing suppliers or to individuals or firms outside of Western bid evaluation team until an award decision and notification have been made.

2.27 Dispute Process:

Any dispute of Western's award must be received no later than five (5) working days after the award notice is issued by the Business Services Office. A written dispute must be filed with:

Wade Hackbarth
Vice President Finance, Operations, and Workforce Development
Western Technical College
400 7th Street N
La Crosse, WI 54601

with a copy to:

Mitchel Spry
Purchasing and Accounts Payable Manager
Western Technical College
400 7th Street N
La Crosse, WI 54601

The protest must be in writing. Protesters must make their protests as specific as possible and must identify statutes and Wisconsin Administrative Code provisions that are alleged to have been violated.

SECTION 3: PERFORMANCE AND CONTRACTUAL REQUIREMENTS

3.0 The terms listed in this section (Contractual Requirements) shall be the minimum required in any contract with a participating public agency for services awarded under this RFB. Additional and/or more stringent terms may be negotiated by the Customer using the Contract.

3.1 Term of Contract:

The resulting term of contract from this RFB will be for a base period of five (5) years, commencing on or about July 1, 2025, with the option for two (2) individual one year term renewals to occur for a total maximum term not to exceed seven (7) years.

3.2 One (1) Year Probationary Period:

Any Contract awarded by Western under this RFB will be contingent upon a one (1) year probationary period. The participating agencies utilizing Contractors under this RFB will have the option "at will" to terminate any Contractor it considers in the first year of service as not performing to expected levels of service, quality, cost, competence, qualifications, or any other term or condition included in this RFB Contract.

3.3 Insurance:

Insurance requirements or submission of a Certificate of Insurance IS REQUIRED for this contract. A Certificate of Insurance must be submitted by the Contractor to Western and to any Customer utilizing this contract as a condition to performing any work on the Customer's site location. The Certificate of Insurance must also list Western initially and any Customer as "additional insured" upon their request. Minimal required insurance levels as follows:

Minimal Standard Coverage

COVERAGE

1. Workers Compensation
2. Employers Liability
3. General Liability (including Contractor's Protective Liability and Completed Operation
4. Automotive Liability

LIMITS

Statutory
\$100,000
Single Limit
\$1,000,000 or
occurrence/\$1,000,00 aggregate:
Property Damage 1,000,000 per occurrence
Bodily Injury \$1,000,000 per
person/\$1,000,000 per occurrence
Property Damage \$1,000,000 per occurrence

- The vendor shall bear full and complete responsibility for all risk of damage or loss of equipment, products or money resulting from any cause whatsoever and shall not penalize Western for any losses incurred related to this contract.
- The vendor will provide sixty (60) calendar days written notice to Western, before cancellation, reduction, or other modifications of vendor's insurance coverage.
- Cancellation, non-renewal or expiration of insurance or reduction of coverage prior to expiration of the contract will constitute an automatic termination unless the contractor obtains other or additional insurance to cover the risks as herein required.
- Western shall promptly notify the contractor in writing of any claims against either Western or the vendor, and in the event of a suit being filed, shall promptly forward to the vendor all papers in connection therewith. Western shall not incur any expense or make any settlement of any such claims or suit without contractor's consent.

3.4 Applicable Law:

This contract will be governed by Wisconsin State Statute and the provisions of the Uniform Commercial Code (UCC). Western and other public agencies participating on the contract are provided all rights and remedies of contract as afforded under the UCC for the State of Wisconsin, and include all rights and protections afforded public institutions under the laws of Wisconsin and any federal laws or statutes that apply.

3.5 Nondiscrimination:

In connection with the performance of work under this agreement, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry.

SECTION 3: PERFORMANCE AND CONTRACTUAL REQUIREMENTS

For purposes of any contract issued by Western, the supplier is to comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41 CFR Part 60).

3.6 Assignment or Subcontract:

Neither party shall assign a right or interest, delegate or subcontract any obligation required under this contract without the written consent of the other party.

Any Contract resulting from this bid shall not be, in whole or in part, subcontracted, assigned, or otherwise transferred to any Subcontractor without prior written approval by Western, participating agencies or the Customer.

Upon request Contractor must provide Subcontractor's complete contact information including EIN# (TIN#, SS#) and signed W-9 form.

Western shall have the right to audit Subcontractor invoices at any time during the course of this Contract.

The Contractor shall be directly responsible for any subcontractor's performance and work quality when used by the Contractor to carry out the scope of this contract. Western reserves the right to assess Contractor Liquidated Damages in excess of the contract amount for Subcontractor's failure to perform or inability to complete required project milestones.

Subcontractors must abide by all terms and conditions under this Contract.

If Subcontractors are to be used, the Contractor must clearly describe and explain their participation in support of this contract.

3.7 Independent Supplier Status:

The Contractor agrees that it is an independent supplier with respect to the products and services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

3.8 Amendments to Contract Terms and Conditions:

Western and other participating agencies purchasing the contracted products or services resulting from this RFB reserve the right to change, modify, or cancel the terms of a contract by providing the Contractor a minimum of thirty (30) days advance written notice. Any and all changes to the terms and conditions of a contract with a Customer will be binding only through formal written addendum. In instances of contract breach by a Contractor, or in instances where the actions or products of a Contractor pose a health risk or safety issue, contract termination can occur immediately with no advance notice provided to the Contractor. (See Contract Termination below).

Contract amendments must be agreed upon by both parties. Standard Terms and Conditions (Attachment H) will apply to this request for bid and any subsequent contract. Any and all price increases will be presented to the College in written form 30 days prior to effective date. Otherwise, the bid prices will hold firm and price increases will not be passed on to Western Technical College.

3.9 Right to Negotiate Contract Terms:

Western and participating agencies reserve the right to negotiate terms including scope of work, pricing, and terms and conditions with Bidders prior to final award of the RFB process and entering into a final contract agreement.

3.10 Contract Termination:

Western may terminate this Contract at any time, **without cause**, by providing 15 days written notice to the Contractor. If the Contract is so terminated, Western/Customer is liable only for payments for products provided or services performed, to the extent that any actual direct costs have been incurred by the Contractor pursuant to fulfilling the contract. Western/Customer will be obligated to pay such expenses up to the date of the termination.

SECTION 3: PERFORMANCE AND CONTRACTUAL REQUIREMENTS

3.11 Termination of Contract for Cause:

Shall either party **fail to perform** under the terms of this Contract; the aggrieved party may notify the other party if failure to remedy the same within said period, the other party shall then have the right to terminate this Contract **immediately**. Performance failure can be defined as but not limited to: continued failure to provide products and services on agreed upon dates, failure to provide call backs on a timely basis, continued failure to respond to on call requests, damage to Customers equipment or property, theft of Customer or Customers employee property, failure to provide products or services to specifications, inappropriate actions, comments or behavior of staff persons while on Customer sites, failure to provide support personnel able to respond to status or performance issues or failure to provide any of the Terms, Conditions, or Specifications of Bid.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Customer for damages sustained by the Customer by virtue of any breach of the contract by the Contractor, and the Customer may withhold any payments to the Contractor for the purpose of set off until such time as the exact amount of damages due to the Customer from the Contractor is determined.

If at any time the Contractor performance **threatens the health and/or safety** of Western, its staff, students or others who may be on campus, Western has the right to cancel and terminate the Contract without notice.

Failure to maintain the required Certificates of Insurance, Permits and Licenses shall be cause for Contract termination. If the Contractor fails to maintain and keep in force the insurance as provided in Standard Terms and Conditions, Section 22.0, Western has the right to cancel and terminate the Contract without notice.

3.12 Multi-Year Contracts:

Continuation of the contract resulting from the RFB process beyond June 30th of any year is contingent upon the appropriation of funds by the proper officials of each Customer.

3.13 Waiver:

One or more waiver by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

3.14 Auditor Access:

In the event that the Customer deems it necessary to conduct an audit or inspection, the Contractor shall, during normal business hours, furnish or make available at a time designated by the Customer and in a reasonable form required by the Customer, information, records and reports regarding powers, duties, activities, organization, property, financial transactions, method of operation, or any and all other records, reports or information in supplier's custody or control, relating to this contract and to the Customer.

Any information provided to the auditors, which is deemed confidential by federal, state or local laws shall be held as confidential and not disclosed to the public.

3.15 Indemnification and Defense Of Suits:

The Contractor agrees to indemnify, hold harmless, and defend Western, its members and any Customer, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the Contractor, its employees, agents or Subcontractors.

3.16 Force Majeure:

If the performance of any part of this Contract by either party is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, the party who has been so affected shall immediately give notice to the other party of the nature of such conditions and the extent of delay and shall do everything possible to resume performance. Upon receipt and acceptance of such notice, all obligations under this Contract shall immediately be suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Contract.

SECTION 3: PERFORMANCE AND CONTRACTUAL REQUIREMENTS

3.17 Contract:

Any agreement or contract above and beyond this RFB Contract shall be on forms supplied by the respective Customer and may be negotiated with Western Member Campus or the Customer independently of this agreement. Each Jurisdiction that utilizes any resulting contract award from this RFB will be responsible in accordance with their individual award procedures, to execute a contract to the Contractor (s) and shall also be responsible for managing their own respective projects, verifying invoices, and making payments.

3.18 Invoices/Payments:

Western will pay the Contractor Net 30 days within receipt of invoice for each phase in accordance with milestones and achievements and as accepted by the College. Bidders should state in their RFB response if they will include any discounts for earlier payment, for example, 1% 10 days/Net 30.

Contractor must agree that all invoices and purchasing card charges shall reflect the prices and discounts established for the items on this contract for all orders placed even though the contract number and/or correct prices may not be referenced on each order. Tax exclusions as they apply to public education institutions shall be subtracted from the price.

Before payment is made Accounts Payable must verify that all invoiced charges are correct as per this Contract. Only properly submitted invoices will be officially processed for payment. Prompt payment requires that your invoices be clear and complete in conformity with the instructions below. All invoices **must be itemized** showing:

- Contractor name
- Remit to address
- Purchase order number
- Release number if given
- Date of order/release
- Item manufacturer's name or abbreviation (if applicable)
- Complete item description identical to those stated in bid
- Prices per the contract

3.19 Invoices for Purchasing Card:

Invoices shall contain the same detail as listed in Section 3.18 and mailed to the billing address given at the time the order is placed. Final payment may not be made until the item is operating according to specifications and has been accepted by the College.

3.20 Protection of College's Confidential Information:

Contractor acknowledges that some of the material and information that may come into its possession or knowledge in connection with this Contract or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under state or federal laws ("Confidential Information"). Contractor agrees to hold College's Confidential Information in strictest confidence and not to make use of Confidential Information for any purpose other than the performance of this Contract, to release it only to authorized employees or Subcontractors requiring such information for the purposes of carrying out this Contract, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make the information known to any other party without the College's express written consent or as provided by law. Contractor agrees to implement reasonable physical, electronic, and managerial safeguards to prevent unauthorized access to College's Confidential Information.

ATTACHMENT A: SCOPE, SPECIFICATIONS, AND REQUIREMENTS

The specifications in this section must be adhered to by all providers of service to Western Technical College.

A.1. SCOPE / PURPOSE:

Western Technical College (Western) is seeking proposals from qualified contractors to provide janitorial services for multiple Western Technical College locations. The locations are as follows at La Crosse main campus: Administrative Center, Lunda Center. The Off Campus Facilities in La Crosse include the following: Apprenticeship & Industry Training Center (AITC), Vehicle Technology Center which includes the Automotive Center and the Truck & Heavy Equipment Center (Diesel).

Services required are listed in this Scope of Work and detailed in Exhibit 1: Performance Requirements / Cleaning Specifications with the tasks and schedule for services at each location. Services must include furnishing all labor, materials, cleaning supplies, equipment, tools, and transportation necessary to perform the work, except as specified in this Scope of Work. Western will provide disposable paper products such as paper towels, toilet tissue, and paper hand towels. Western reserves the right to add or delete areas as required by notifying contractor and negotiating a change order for contract pricing.

The results of this solicitation will be used to award the contract(s) between Western Technical College and the contractor for janitorial services. The resulting contract will have a base period of five (5) years, commencing on or about July 1, 2025, with the option for two (2) individual one year term renewals to occur for a total maximum term not to exceed seven (7) years.

A.2. SERVICE LOCATIONS AND PROPERTY INSPECTIONS:

Western Technical College requires services at the following campus locations.

Location	Square Footage (Please note this is total building square footage and does not have the non-cleaned spaces deducted from the total.)
Administrative Center 111 7th Street N, La Crosse, WI 54601	33,627 sq ft
Apprenticeship and Industry Training Center (AITC) 2860 21st Place South, La Crosse, WI 54601	22,437 sq ft
Lunda Center 333 7th Street N, La Crosse, WI 54601	22,240 sq ft
Vehicle Technology Center: <ul style="list-style-type: none">Automotive Center 2721 Larson Street, La Crosse, WI 54603Truck & Heavy Equipment Center (Diesel) 2719 Larson Street, La Crosse, WI 54603	40,318 sq ft plus new bay 43,931 sq ft

INSPECTION OF PROPERTIES:

Western Technical College encourages all potential bidders to make a visual inspection of the properties. Personal inspections of the properties can be made by interested bidders by calling:

Julie Dahl, Facility Operations Manager, at (608) 785-9109 between the hours of 6:00 a.m. and 2:00 p.m. Monday through Friday to set up inspections.

Please make inspection arrangements in plenty of time to coordinate with a Western Technical College representative to meet you to inspect the site(s), as well as prepare and submit bid prior to bid opening.

ATTACHMENT A: SCOPE, SPECIFICATIONS, AND REQUIREMENTS

The specifications in this section must be adhered to by all providers of service to Western Technical College.

A.3. SERVICE DESCRIPTIONS AND SPECIFICATIONS

1. Description of Services:

Services shall include all operations in connection with janitorial services in the buildings as described in this bid document. Services shall include furnishing all labor, materials, cleaning supplies, equipment, tools, and transportation necessary to perform the work, except as specified in the Scope of Work. Western Technical College reserves the right to add or delete areas as required by notifying the contractor and negotiating a change order for contract pricing.

Western will provide disposable paper products such as paper towels, toilet tissue, and paper hand towels. Consumable products to refill dispensers will be provided by Western Technical College. Western will provide soap and hand sanitizer to refill dispensers, as well as provide replacement batteries for the dispensers. Western will also provide trash bags/liners for garbage cans.

2. Occupancy of Structures to be Cleaned:

Structures to be cleaned will be vacated generally by 6 p.m. daily, prior to the start of cleaning work. Outside organizations and others utilize the District's premises from time to time after completion of the contractor's work period on Friday. Such cleaning as may be required prior to the reopening of the buildings on Monday may be negotiated with the Contractor.

3. Baseline Cleaning Program:

Included in this scope of work are baseline cleaning programs for each of the facilities (Exhibit 1). The baseline cleaning programs are not an all-inclusive list of tasks included in the contract. The general rule of thumb is, "If it is dirty, clean it."

4. Safety:

Report any unsafe conditions, temperature extremes, strange odors, or leaks immediately to Security at 608-785-9191. If it doesn't feel right, report it. If you see something, say something.

5. Waste Disposal:

Rubbish in all buildings must be separated by type. Commingled (mixed) recycling will be emptied into recycling dumpsters. All other rubbish collected by the contractor or resulting from their operations must be placed in standard dumpsters. Interior waste receptacles are to be returned to their rightful location after emptying. Western will provide trash bags/liners for garbage cans. **No personal dumping is permitted.**

6. Pollution Controls:

Contractor to comply with all governing regulations. In addition, Western Technical College is tobacco free on all of its District properties. It is expected that contractor employees will abide by the tobacco free policy. No cigarettes, cigars, vaping devices, or chewing tobacco are permitted.

7. Storage of Cleaning Materials/Equipment:

Rooms will be provided within each building for the storage of cleaning supplies, chemicals, equipment, etc. used by the Contractor. At no time are elevators, elevator equipment rooms, or mechanical rooms to be used for this purpose.

8. Protections of Structures/Facilities:

Conduct cleaning operations in a manner that will prevent damage by cleaning chemicals, procedures, etc. or other causes of damage to existing structures and other existing facilities. Use personal protective equipment when necessary. Two weeks' notice is required for specialized cleaning (carpet shampooing, floor stripping) that may affect occupancy of the building being served.

9. Communication Log:

Proposer must provide a daily communication log that is available for Western and contractor employees to use. Please describe how this will be accomplished.

10. Absence Coverage Availability

Proposer must provide information on their ability to staff absences for Western housekeeping/custodial employees when those absences are for greater than three (3) working days.

ATTACHMENT A: SCOPE, SPECIFICATIONS, AND REQUIREMENTS

The specifications in this section must be adhered to by all providers of service to Western Technical College.

A.4. SERVICE REQUIREMENTS:

Western Technical College requests the contractor to meet at a minimum the service requirements as listed below, and any failure of the contractor to meet these requirements will be subject to non-payment as detailed below or contract termination as detailed in paragraph 3.11 Termination of Contract for Cause.

HOURS OF SERVICE:

Services will be performed in the time frame between set hours as agreed upon by Western's Facility Operations Manager and the successful bidder.

SCHEDULE OF WORK:

The Contractor is required to abide by the schedule as agreed upon with the Western Technical College Facilities Department and as indicated in this Scope and Exhibit documents.

The contractor is required to complete the work on a timely basis. If the Contractor fails to complete the service in a timely manner, the Contractor shall forfeit payment for the services not performed unless remedied to the satisfaction of Western Technical College.

In the event of an emergency or failure by the Contractor to be able to adequately perform services, the Contractor must immediately contact Julie Dahl, Facility Operations Manager.

COMPLAINT RESOLUTION:

The Contractor must resolve all complaints within 24 business hours after receiving them or have a plan in place to resolve the complaint as agreed to by the Western Facilities Department. The Contractor must report resolution to Western Facility Operations Manager. The Contractor will maintain current contact information with Western Technical College to include telephone and e-mail.

DAMAGE:

The contractor is to exercise care to avoid damage to the College site and structures. Damage to any part of the College property caused by the Contractor or their workers is the responsibility of the Contractor to report and any action taken by Western to remedy the damage can be billed to the Contractor. Items of concern include but are not limited to building interiors, windows, doors, flooring, walls, and furnishings.

MATERIALS, EQUIPMENT, LABOR:

Services shall include furnishing all labor, materials, cleaning supplies, equipment, tools, and transportation necessary to perform the work, except as specified in the Scope of Work. Western will provide disposable paper products such as paper towels, toilet tissue and paper hand towels.

The contracted work includes only the work described in the contract documents. The College assumes no responsibility for the payment of unapproved work.

A.5. GENERAL REQUIREMENTS OF CONTRACTOR:

- The Contractor must comply with all applicable city, state, and federal laws pertaining to service.
- The Contractor is to comply with all OSHA safety guidelines.
- Contractor will be financially responsible for obtaining all required permits, license, etc. to comply with pertinent Municipal, County, State and Federal laws; and assume liability for applicable taxes, bonds, insurance, tickets, etc.

ATTACHMENT A: SCOPE, SPECIFICATIONS, AND REQUIREMENTS

The specifications in this section must be adhered to by all providers of service to Western Technical College.

- The Contractor is to comply with all governing regulations regarding pollution control. In addition, Western Technical College is tobacco free on all District properties. It is expected that Contractor employees will abide by the tobacco free policy.
- A certificate of insurance must be provided upon contract award. The contractor's insurance company must provide current liability and workman's compensation insurance certificates prior to work commencement listing the Western Technical College as a certificate holder.

A.6. PERSONNEL, EMPLOYMENT PRACTICES, AND STAFFING REQUIREMENTS OF THE CONTRACTOR:

- Personnel relations of employees on the contractor's payroll shall be the contractor's responsibility. The contractor shall comply with all applicable government regulations related to the employment, compensation, and payment of personnel.
- Contractor must have enough staff to meet the needs of this contract to be able to reliably provide service at scheduled times. Contractor must also have regular office hours to provide service to Western regarding scheduling, complaint resolution, invoices, and answer any other inquiries as required.
- Contractor must ensure workers have proper identification indicating they are employed by the contractor.
- Western Technical College is tobacco free on all District properties. Tobacco use is not allowed within College property including buildings and grounds. It is expected that Contractor employees will abide by the tobacco free policy.
- The Contractor shall employ only competent and satisfactory personnel and shall provide enough employees to perform the required services efficiently and satisfactory to Western Technical College.
- If Western Technical College notifies the Contractor in writing that any person employed on this contract is incompetent, disorderly, or otherwise unsatisfactory, such personnel shall not again be employed in the execution of this contract without the written consent of Western.

ATTACHMENT B: REQUIRED BID DOCUMENTS

B.1. BID SUBMISSION REQUIREMENTS

This bid request contains documents that are required for contractor to complete and include with bid submission in order to be a responsible bidder and for the bid to be considered as stated in paragraph 2.21: Method of Award.

Bids must include all required information and documentation as listed below and per paragraph 2.14: Required Forms to Submit Bid Information. Vendors must use the documents provided in the attachments of this request for bid document. Any additional documentation included will also be considered during the bid review and award as stated in paragraph 2.3: Contents of Bid.

Failure to provide all required information and documentation will be cause to reject a bid.

B.2. REQUIRED DOCUMENTS CHECKLIST:

The following documents are **required** and must be included in bid submission for the bid to be considered:

- ☐ ATTACHMENT C: BID COST FORM
- ☐ ATTACHMENT D: QUALIFIED SUPPLIER CERTIFICATION FORM
- ☐ ATTACHMENT E: REQUEST FOR BID SIGNATURE PAGE
- ☐ ATTACHMENT F: VENDOR REFERENCES
- ☐ ATTACHMENT G: COOPERATIVE PURCHASING FORM
- ☐ ATTACHMENT H: VENDOR INFORMATION FORM
- ☐ CURRENT W-9

ATTACHMENT C: BID COST FORM
WESTERN BID 2502 - JANITORIAL SERVICES

INSTRUCTIONS FOR COMPLETING BID COST FORM:

Use the following forms to specify the cost annually per location for comparison purposes.

1. Fill in each blank with the requested information.
2. If a service cannot be met by the proposed vendor, then the term "No Bid" should be entered.
3. If the proposed vendor will not charge for a service, then the term "No Cost" should be entered.

BASE BID:

Total cost for cleaning the Administrative Center, Lunda Center, Apprenticeship & Industry Training Center (AITC), and Vehicle Technology Center includes Automotive Center and Truck & Heavy Equipment Center (Diesel) for contract period **July 1, 2025 - June 30, 2030:**

ADMINISTRATIVE CENTER:	\$ _____/year	Daily cleaning hours: _____
LUNDA CENTER:	\$ _____/year	Daily cleaning hours: _____
APPRENTICESHIP & INDUSTRY TRAINING CENTER (AITC):	\$ _____/year	Daily cleaning hours: _____
VEHICLE TECHNOLOGY CENTER - AUTOMOTIVE CENTER:	\$ _____/year	Daily cleaning hours: _____
VEHICLE TECHNOLOGY CENTER - TRUCK & HEAVY EQUIPMENT CENTER (DIESEL) :	\$ _____/year	Daily cleaning hours: _____
TOTAL FOR ALL LOCATIONS:	\$ _____/year	

ATTACHMENT C: BID COST FORM
WESTERN BID 2502 - JANITORIAL SERVICES

FOR ALL CAMPUS LOCATIONS:

Emergency Cleaning Rate Per Hour: \$ _____

Weekend Rate Per Hour: \$ _____

Cleaning Coverage Rate Per Hour: \$ _____
(if asked to cover cleaning for an
absent Western custodian)

Carpet Cleaning Services: \$ _____
(if not part of the contract)

Window Cleaning Services: \$ _____

Exterior Power Washing: \$ _____

Detail Cleaning Beyond Scope: \$ _____

List any other cleaning tasks not mentioned in this proposal and associated costs, if any:

The undersigned, having examined the site where the Work is to be executed and become familiar with local conditions affecting the cost of the Work and carefully examined the General Conditions and Specifications attached, hereby propose to furnish all labor, materials, equipment, and services necessary for the complete and satisfactory execution of contract cleaning for the Western Technical College District at its main campus in La Crosse and off-campus facilities in La Crosse, in accordance with specifications, at the annual cost as listed on this bid document.

FIRM NAME _____

BY: _____

PHONE: _____

TITLE: _____

EMAIL: _____

DATE: _____

ATTACHMENT D: QUALIFIED SUPPLIER CERTIFICATION FORM

Qualified Supplier Certification:

In submitting this bid, I certify that I am a "Qualified Supplier" for providing the items and/or services outlined in this Request for Bid. I agree to the following by initialing the Qualifications identified:

Initial:

_____Our Company has been in business for at least 3 years.

_____Our company maintains a permanent place of business and is licensed to do business in the United States of America.

_____Our Company is not presently debarred or disqualified by any Federal Agency, the Wisconsin Department of Administration, or by any other State Agency for noncompliance with any equal opportunity, tax related, or affirmative action requirements.

_____Our company is authorized to sell the products or services being proposed in the Bid, with no claim or suspicion of any kind as to any patent or copyright infringements, or claims of actions pertaining thereto, that would be of a legal concern or issue to your company or to this public agency as it relates to laws regarding patents, copyrights, royalties, infringements, etc.

_____In connection with the performance of any work covered by this Bid, we agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical conditions, developmental disability, sexual preference, or national origin.

ATTACHMENT E: REQUEST FOR BID SIGNATURE PAGE

WESTERN BID 2502 – JANITORIAL SERVICES

By submitting a bid in response to this Request for Bid process, the Bidder agrees that they have read, fully understand, and agree to all terms, conditions and specifications and acknowledge that Western RFB document on file shall be the controlling document for any resulting contract. We certify that we have not either directly or indirectly, entered into any contract or participated in and collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other persons or firm to submit or not to submit a bid, that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor, that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor, that this statement is true and accurate under penalty of perjury. I certify that the information I have provided in this bid is true and I understand that any false, misleading, or missing information may disqualify the bid.

By submitting a bid, the bidder certifies that no relationship exists between the bidder and Western that interferes with fair competition or is a Conflict of Interest, and no relationship exists between the Bidder and any other person or firm that constitutes a Conflict of Interest. Further, the Bidder certifies that no employee of Western whose duties relate to this Request for Bid assisted the Bidder in preparing this bid in a way other than in his or her official capacity and scope of employment.

The Bidder certifies by submission of the bid that neither it nor its principals is presently debarred, suspended, declared ineligible or voluntarily excluded from participation in this Bid Process by any Federal or State Department or Agency.

Company Name (Print)

Your Name (Print)

Your Title/Position (Print)

Your Signature (Sign)

Date

Email Address

Telephone

Website

ATTACHMENT F: VENDOR REFERENCES

FOR VENDOR:

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for three (3) or more companies with requirements similar to those included in this solicitation document.

Company Name _____

Address _____

Contact Person _____ Phone No. _____

Email Address _____

List Service(s) Provided:

Company Name _____

Address _____

Contact Person _____ Phone No. _____

Email Address _____

List Service(s) Provided:

Company Name _____

Address _____

Contact Person _____ Phone No. _____

Email Address _____

List Service(s) Provided:

ATTACHMENT G: COOPERATIVE PURCHASING FORM

Wisconsin statutes establish authority to allow Wisconsin Municipalities to participate in cooperative purchasing when the Contractor agrees to extend the Contractor's terms to the Municipalities identified. Participating in Cooperative Contracting gives Contractors additional opportunities for increased sales volume without additional proposing. Municipalities use Cooperative Contracting to expedite purchases. A "municipality" is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical, and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.).

Interested municipalities will contact the contractor directly to place orders and are responsible for receipt, acceptance and inspection of products or services from the contractor, and making payment directly to the contractor. Western, in serving as the lead agency initiating this cooperative purchasing program on behalf of other Wisconsin Technical Colleges, is not party to any disputes arising from purchases made by any Municipality or not-Western Customer, and is not liable for payment for purchases made by any other Customers using this contract.

_____ *I Agree* to make the products or services of this proposal available to Wisconsin municipalities with all of its Terms and Conditions including pricing offered in the RFP response :

_____ Wisconsin Technical Colleges (Western Members)

_____ University of Wisconsin System

_____ Wisconsin K-12 Schools

_____ Wisconsin Municipalities (Non Educational)

Note any conditions or exceptions for acceptance to the cooperative purchasing groups identified above.

_____ *I Do Not Agree* to make the products or services of this proposal/proposal available to other Customers outside Western Technical College.

Signature		Date (mm/dd/yyyy)	
Name (Type or Print)		Title	
Company			
Email:		Telephone:	
Address (Street)	City	State	ZIP + 4
Commodity/Service		Request for Bid / Bid Number	

ATTACHMENT H: VENDOR INFORMATION FORM

Western Technical College

VENDOR INFORMATION FORM

All parts of the form must be completed. This is a fillable form, but you may also print the form and fill by hand--please make sure it is legible for avoidance of errors . Include a completed and signed W-9 (or W-8ECI) along with this form. If you have any questions please call 608-789-6226 or email purchasing@westerntc.edu .

All invoices for Western Technical College should be sent to accountspayable@westerntc.edu

SECTION 1 –VENDOR INFORMATION			
LEGAL BUSINESS OR INDIVIDUAL NAME: (MUST MATCH W-9 OR W-8ECI FORM)			
BUSINESS NAME, TRADE NAME, DOING BUSINESS AS: (IF DIFFERENT THAN ABOVE)			
SECTION 2 – VENDOR PHYSICAL ADDRESS			
ADDRESS:		COUNTY:	
CITY:	STATE:	ZIP CODE:	
SECTION 3 – VENDOR REMIT TO ADDRESS (IF MORE THAN 2 ADDRESSES, PLEASE INCLUDE A SEPARATE SHEET)			
ADDRESS:		COUNTY:	
CITY:	STATE:	ZIP CODE:	
SECTION 4 – CONTACT INFORMATION			
NAME:			
WEBSITE:			
PHONE:	FAX:	EMAIL:	
SECTION 5 – PAYMENT TERMS (PLEASE CHECK ONE – IF NONE IS SELECTED THEN NET 30 WILL APPLY)			
<input type="checkbox"/> 2/10 NET 30	<input type="checkbox"/> NET 30	<input type="checkbox"/> NET 60	<input type="checkbox"/> Other (please specify)
SECTION 6 – PURCHASE ORDER DISTRIBUTION			
EMAIL <u>OR</u> FAX:			
SECTION 7 – PLEASE SIGN & DATE			
PRINT NAME:			
SIGNATURE:		DATE:	

Note: This document contains sensitive information. Sending via non-secure channels, including e-mail and fax can be a potential security risk.

ATTACHMENT I: STANDARD TERMS AND CONDITIONS (Request For Bids / Bids)

- 1.0 SPECIFICATIONS:** The specifications in this request are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability and/or performance level desired. When alternates are bid/proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. Western shall be the sole judge of equivalency. Bidders/bidders are cautioned to avoid bidding alternates to the specifications which may result in rejection of their bid/bid.
- 2.0 DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from original text, terms, conditions, or specifications shall be described fully, on the bidder's/bidder's letterhead, signed, and attached to the request. In the absence of such statement, the bid/bid shall be accepted as in strict compliance with all terms, conditions, and specifications and the bidders/bidders shall be held liable.
- 3.0 QUALITY:** Unless otherwise indicated in the request, all material shall be first quality. Items which are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by the State of Wisconsin.
- 4.0 QUANTITIES:** The quantities shown on this request are based on estimated needs. Western reserves the right to increase or decrease quantities to meet actual needs.
- 5.0 DELIVERY:** Deliveries shall be F.O.B. destination freight prepaid and included unless otherwise specified.
- 6.0 PRICING AND DISCOUNT:** Western qualifies for governmental and education discounts. Unit prices shall reflect these discounts.
- 6.1** Unit prices shown on the bid/bid or contract shall be the price per unit of sale (e.g., gal., cs., doz., ea.) as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price, the unit price shall govern in the bid/bid evaluation and contract administration.
- 6.2** Prices established in continuing agreements and term contracts may be lowered due to general market conditions, but prices shall not be subject to increase for ninety (90) calendar days from the date of award. Any increase proposed shall be submitted to the contracting agency thirty (30) calendar days before the proposed effective date of the price increase, and shall be limited to fully documented cost increases to the contractor which are demonstrated to be industrywide. The conditions under which price increases may be granted shall be expressed in bid/bid documents and contracts or agreements.
- 6.3** In determination of award, discounts for early payment will only be considered when all other conditions are equal and when payment terms allow at least fifteen (15) days, providing the discount terms are deemed favorable. All payment terms must allow the option of net thirty (30).
- 7.0 UNFAIR SALES ACT:** Prices quoted to Western are not governed by the Unfair Sales Act.
- 8.0 ACCEPTANCE-REJECTION:** Western reserves the right to accept or reject any or all bids/bids, to waive any technicality in any bid/bid submitted, and to accept any part of a bid/bid as deemed to be in the best interests of the College. The contents of the bid/bid of the successful contractor will become contractual obligations if procurement action ensues.
- Bids/bids MUST be date and time stamped by the soliciting purchasing office on or before the date and time that the bid/bid is due. Bids/bids date and time stamped in another office will be rejected. Receipt of a bid/bid by the mail system does not constitute receipt of a bid/bid by the purchasing office.
- 9.0 METHOD OF AWARD FOR BID:** Award shall be made to the lowest responsible, responsive bidder unless otherwise specified in the request.
- 10.0 METHOD OF AWARD FOR RFB:** Award shall be made to the Bidder who, in the sole judgment of the College, best meets the RFB needs and is awarded the highest amount of points based on the identified scoring criteria. All Bidders shall be notified in writing by College of the awarded result.
- 11.0 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By signing this bid/bid, the bidder/bidder certifies, and in the case of a joint bid/bid, each party thereto certifies as to its own organization, that in connection with this procurement:
- 11.1** The prices in this bid/bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/bidder or with any competitor;
- 11.2** Unless otherwise required by law, the prices which have been quoted in this bid/bid have not been knowingly disclosed by the bidder/bidder and will not knowingly be disclosed by the bidder/bidder prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other bidder/bidder or to any competitor; and
- 11.3** No attempt has been made or will be made by the bidder/bidder to induce any other person or firm to submit or not to submit a bid/bid for the purpose of restricting competition.
- 11.4** Each person signing this bid/bid certifies that: He/she is the person in the bidder's/bidder's organization responsible within that organization for the decision as to the prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to 2.1 through 2.3 above; (or)
- He/she is not the person in the bidder's/bidder's organization responsible within that organization for the decision as to the prices being offered herein, but that he/she has been authorized in writing to act as agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate in any action contrary to 2.1 through 2.3 above, and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to 2.1 through 2.3 above.
- 12.0 DISCLOSURE OF INDEPENDENCE AND RELATIONSHIP:**
- 12.1** Prior to award of any contract, a potential contractor shall certify in writing to the procuring agency that no relationship exists between the potential contractor and the procuring or contracting agency that interferes with

ATTACHMENT I: STANDARD TERMS AND CONDITIONS (Request For Bids / Bids)

fair competition or is a conflict of interest, and no relationship exists between the contractor and another person or organization that constitutes a conflict of interest with respect to a state contract. The Department of Administration may waive this provision, in writing, if those activities of the potential contractor will not be adverse to the interests of the state.

12.2 Contractors shall agree as part of the contract for services that during performance of the contract, the contractor will neither provide contractual services nor enter into any agreement to provide services to a person or organization that is regulated or funded by the contracting agency or has interests that are adverse to the contracting agency. The Department of Administration may waive this provision, in writing, if those activities of the contractor will not be adverse to the interests of the state.

13.0 INDEPENDENT CAPACITY OF CONTRACTOR: The parties hereto agree that the contractor, its officers, agents, and employees, in the performance of this agreement shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the state. The contractor agrees to take such steps as may be necessary to ensure that each subcontractor of the contractor will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the state.

14.0 EMPLOYMENT: The contractor will not engage the services of any person or persons now employed by Western, including any department, commission or board thereof, to provide services relating to this agreement without the written consent of the employing agency of such person or persons and of the contracting agency.

15.0 ORDERING: Purchase orders or releases via purchasing cards shall be placed directly to the contractor by an authorized agent.

16.0 PAYMENT TERMS AND INVOICING: Western normally will pay properly submitted vendor invoices within thirty (30) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified.

Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order including reference to purchase order number and submittal to the correct address for processing.

A good faith dispute creates an exception to prompt payment.

17.0 TAXES: Western is exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes as described below.

Western is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. Western may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.

18.0 GUARANTEED DELIVERY: Failure of the contractor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the contractor liable for all costs in excess of the contract price when alternate

procurement is necessary. Excess costs shall include the administrative costs.

19.0 ENTIRE AGREEMENT: These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the contracting authority.

20.0 APPLICABLE LAW AND COMPLIANCE: This contract will be governed by Wisconsin State Statute and the provisions of the Uniform Commercial Code (UCC). Western Purchasing Consortium and other public agencies participating on the contract are provided all rights and remedies of contract as afforded under the UCC for the State of Wisconsin, and include all rights and protections afforded public institutions under the laws of Wisconsin and any federal laws or statutes that apply.

21.0 ASSIGNMENT: No right or duty in whole or in part of the contractor under this contract may be assigned or delegated without the prior written consent of Western.

22.0 NONDISCRIMINATION/AFFIRMATIVE ACTION In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wisconsin Statutes, sexual orientation as defined in x.111.32(13m) Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Contractor further agrees to take affirmative action to ensure equal employment opportunities.

To the extent required by law, 41 CFR 60-1.4(a) and (b) are incorporated by reference in these Standard Terms and Conditions. Additionally, the Contractor certifies compliance with 41 CFR 60-1.8 and does not and will not maintain any facilities provided for employees in a segregated manner.

23.0 PATENT INFRINGEMENT: The contractor selling to Western the articles described herein guarantees the articles were manufactured or produced in accordance with applicable federal labor laws. Further, that the sale or use of the articles described herein will not infringe any United States patent. The contractor covenants that it will at its own expense defend every suit which shall be brought against Western (provided that such contractor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.

24.0 SAFETY REQUIREMENTS: All materials, equipment, and supplies provided to Western must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code and all applicable OSHA Standards.

25.0 WARRANTY: Unless otherwise specifically stated by the

ATTACHMENT I: STANDARD TERMS AND CONDITIONS (Request For Bids / Bids)

bidder/bidder, equipment purchased as a result of this request shall be warranted against defects by the bidder/bidder for one (1) year from date of receipt. The equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the contractor.

26.0 INSURANCE RESPONSIBILITY: The contractor performing services for Western shall:

26.1 Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.

26.2 Maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.

26.3 Western reserves the right to require higher or lower limits where warranted.

27.0 CANCELLATION: Western reserves the right to cancel any contract in whole or in part without penalty due to nonappropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.

28.0 PUBLIC RECORDS ACCESS: It is the intention of Western to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities.

Bid/bid openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.

29.0 PROPRIETARY INFORMATION: Any restrictions on the use of data contained within a request, must be clearly stated in the bid/bid itself. Proprietary information submitted in response to a request will be handled in accordance with applicable State of Wisconsin procurement regulations and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the vendor's responsibility to defend the determination in the event of an appeal or litigation.

29.1 Data contained in a bid/bid, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations become the property of the State of Wisconsin.

29.2 Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information and which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin public records law, must be identified on a Designation of Confidential and Proprietary Information form (Bidders/bidders may request the form if it is not part of the Request for Bid/Request Bid package).

Bid/bid prices cannot be held confidential.

30.0 RECYCLED MATERIALS: Western desires to purchase products incorporating recycled materials whenever technically and economically feasible. Bidders are encouraged to bid products with recycled content which meet specifications.

31.0 MATERIAL SAFETY DATA SHEET: If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29CFR 1910.1200, provide one (1) copy of a Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

32.0 PROMOTIONAL ADVERTISING / NEWS RELEASES: Reference to or use of Western any of its departments, agencies or other subunits, or any state official or employee for commercial promotion is prohibited. News releases pertaining to this procurement shall not be made without prior approval of Western. Release of broadcast e-mails pertaining to this procurement shall not be made without prior written authorization of the contracting agency.

33.0 HOLD HARMLESS: The contractor will indemnify and save harmless Western and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the contractor, or of any of its contractors, in prosecuting work under this agreement.

34.0 FOREIGN CORPORATION: A foreign corporation (any corporation other than a Wisconsin corporation) which becomes a party to this Agreement is required to conform to all the requirements of Chapter 180, Wis. Stats., relating to a foreign corporation and must possess a certificate of authority from the Wisconsin Department of Financial Institutions, unless the corporation is transacting business in interstate commerce or is otherwise exempt from the requirement of obtaining a certificate of authority. Any foreign corporation which desires to apply for a certificate of authority should contact the Department of Financial Institutions, Division of Corporation, P. O. Box 7846, Madison, WI 53707-7846; telephone (608) 261-7577.

35.0 FORCE MAJEURE: Neither party shall be in default by reason of any failure in performance of this Agreement in accordance with reasonable control and without fault or negligence on their part. Such causes may include, but are not restricted to, acts of nature or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather, but in every case the failure to perform such must be beyond the reasonable control and without the fault or negligence of the party.

36.0 RECORDKEEPING AND RECORD RETENTION: The contractor shall establish and maintain adequate records of all expenditures incurred under the contract. All records must be kept in accordance with generally accepted accounting procedures. All procedures must be in accordance with federal, state and local ordinances.

The contracting agency shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any contract resulting from this bid/bid held by the contractor. The contractor will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.

EXHIBIT 1: PERFORMANCE REQUIREMENTS / CLEANING SPECIFICATIONS

Western Technical College - Cleaning Specifications By Building

<u>Building:</u>	<u>Cleaning Task:</u>	<u>Area:</u>	<u>Frequency:</u>
Admin Center	Clean mirrors	Break Rooms	5 Days Per Week
Admin Center	Disinfect hand sanitizer dispensers	Break Rooms	5 Days Per Week
Admin Center	Disinfect hand soap dispensers	Break Rooms	5 Days Per Week
Admin Center	Disinfect paper towel dispenser	Break Rooms	5 Days Per Week
Admin Center	Disinfect sinks and counters using a damp cloth and trigger sprayer	Break Rooms	5 Days Per Week
Admin Center	Dust mop floors Finished Resilient	Break Rooms	5 Days Per Week
Admin Center	Empty trash cans, large / clean exterior / reline	Break Rooms	5 Days Per Week
Admin Center	Empty trash cans, large recycle / clean exterior / reline	Break Rooms	5 Days Per Week
Admin Center	Empty trash cans, small / clean exterior / reline	Break Rooms	5 Days Per Week
Admin Center	Empty trash cans, small recycle	Break Rooms	5 Days Per Week
Admin Center	Spot clean horizontal surfaces	Break Rooms	5 Days Per Week
Admin Center	Spot clean tables	Break Rooms	5 Days Per Week
Admin Center	Spot mop floor using microfiber flat mop Finished Resilient	Break Rooms	5 Days Per Week
Admin Center	Straighten chairs	Break Rooms	5 Days Per Week
Admin Center	Straighten desks	Break Rooms	5 Days Per Week
Admin Center	Straighten tables	Break Rooms	5 Days Per Week
Admin Center	Vacuum carpet using a back-pack vacuum Carpet	Break Rooms	5 Days Per Week
Admin Center	Check and refill hand sanitizer dispensers	Break Rooms	Weekly
Admin Center	Check and refill hand soap dispensers	Break Rooms	Weekly
Admin Center	Check and refill paper towel dispensers	Break Rooms	Weekly
Admin Center	Remove mineral deposits from sinks	Break Rooms	Weekly
Admin Center	Spot clean carpet Carpet	Break Rooms	Weekly
Admin Center	Dust air vents	Break Rooms	Monthly
Admin Center	Dust using a synthetic/feather duster	Break Rooms	Monthly
Admin Center	Spot clean chairs	Break Rooms	Monthly
Admin Center	Spot clean desktops	Break Rooms	Monthly
Admin Center	Spot clean vertical surfaces	Break Rooms	Monthly
Admin Center	Spot clean horizontal surfaces	Commons Area	5 Days Per Week
Admin Center	Spot clean tables	Commons Area	5 Days Per Week
Admin Center	Straighten chairs	Commons Area	5 Days Per Week
Admin Center	Straighten tables	Commons Area	5 Days Per Week
Admin Center	Vacuum carpet using a back-pack vacuum Carpet	Commons Area	5 Days Per Week
Admin Center	Dust using a synthetic/feather duster	Commons Area	Weekly
Admin Center	Spot clean carpet Carpet	Commons Area	Weekly
Admin Center	Dust air vents	Commons Area	Monthly
Admin Center	Spot clean chairs	Commons Area	Monthly
Admin Center	Spot clean vertical surfaces	Commons Area	Monthly
Admin Center	Empty pencil sharpeners	Computer Center	5 Days Per Week
Admin Center	Empty trash cans, small / clean exterior / reline	Computer Center	5 Days Per Week
Admin Center	Spot clean desktops	Computer Center	5 Days Per Week
Admin Center	Spot clean tables	Computer Center	5 Days Per Week
Admin Center	Straighten chairs	Computer Center	5 Days Per Week
Admin Center	Straighten desks	Computer Center	5 Days Per Week
Admin Center	Straighten tables	Computer Center	5 Days Per Week
Admin Center	Vacuum carpet using a back-pack vacuum Carpet	Computer Center	5 Days Per Week
Admin Center	Clean whiteboards	Computer Center	Weekly
Admin Center	Spot clean carpet Carpet	Computer Center	Weekly
Admin Center	Dust air vents	Computer Center	Monthly
Admin Center	Dust using a synthetic/feather duster	Computer Center	Monthly
Admin Center	Spot clean chairs	Computer Center	Monthly
Admin Center	Spot clean horizontal surfaces	Computer Center	Monthly
Admin Center	Spot clean vertical surfaces	Computer Center	Monthly
Admin Center	Spot clean tables	Conference Rooms	5 Days Per Week
Admin Center	Dust mop floors Finished Resilient	Conference Rooms	2 Times Per Week
Admin Center	Empty trash cans, large / clean exterior / reline	Conference Rooms	2 Times Per Week
Admin Center	Empty trash cans, large recycle / clean exterior / reline	Conference Rooms	2 Times Per Week
Admin Center	Empty trash cans, small / clean exterior / reline	Conference Rooms	2 Times Per Week
Admin Center	Spot mop floor using microfiber flat mop Finished Resilient	Conference Rooms	2 Times Per Week
Admin Center	Straighten chairs	Conference Rooms	2 Times Per Week
Admin Center	Straighten tables	Conference Rooms	2 Times Per Week
Admin Center	Vacuum carpet using a back-pack vacuum Carpet	Conference Rooms	2 Times Per Week
Admin Center	Check and refill hand sanitizer dispensers	Conference Rooms	Weekly
Admin Center	Clean whiteboards	Conference Rooms	Weekly
Admin Center	Disinfect hand sanitizer dispensers	Conference Rooms	Weekly
Admin Center	Spot clean carpet Carpet	Conference Rooms	Weekly
Admin Center	Dust air vents	Conference Rooms	Monthly
Admin Center	Dust using a synthetic/feather duster	Conference Rooms	Monthly

EXHIBIT 1: PERFORMANCE REQUIREMENTS / CLEANING SPECIFICATIONS

Western Technical College - Cleaning Specifications By Building

<u>Building:</u>	<u>Cleaning Task:</u>	<u>Area:</u>	<u>Frequency:</u>
Admin Center	Spot clean chairs	Conference Rooms	Monthly
Admin Center	Spot clean horizontal surfaces	Conference Rooms	Monthly
Admin Center	Spot clean vertical surfaces	Conference Rooms	Monthly
Admin Center	Check and refill paper towel dispensers	Custodial Closets	Weekly
Admin Center	Disinfect paper towel dispenser	Custodial Closets	Weekly
Admin Center	Disinfect sinks and counters using a damp cloth and trigger sprayer	Custodial Closets	Monthly
Admin Center	Remove mineral deposits from sinks	Custodial Closets	Monthly
Admin Center	Spot mop floor Finished Resilient	Custodial Closets	Monthly
Admin Center	Sweep small debris using lobby broom and dust pan Finished Resilient	Custodial Closets	Monthly
Admin Center	Spot clean vertical surfaces	Elevators	5 Days Per Week
Admin Center	Spot clean carpet Carpet	Elevators	Weekly
Admin Center	Vacuum carpet using a back-pack vacuum Carpet	Elevators	Weekly
Admin Center	Disinfect hand sanitizer dispensers	Entrances / Lobbies	5 Days Per Week
Admin Center	Spot clean glass	Entrances / Lobbies	5 Days Per Week
Admin Center	Vacuum carpet using a back-pack vacuum Carpet	Entrances / Lobbies	5 Days Per Week
Admin Center	Check and refill hand sanitizer dispensers	Entrances / Lobbies	Weekly
Admin Center	Spot clean carpet Carpet	Entrances / Lobbies	Weekly
Admin Center	Spot clean horizontal surfaces	Entrances / Lobbies	Weekly
Admin Center	Spot clean vertical surfaces	Entrances / Lobbies	Weekly
Admin Center	Dust air vents	Entrances / Lobbies	Monthly
Admin Center	Remove mineral deposits from drinking fountain	Exercise Rooms	5 Days/Week (3X Day)
Admin Center	Disinfect drinking fountains	Exercise Rooms	5 Days Per Week
Admin Center	Disinfect hand sanitizer dispensers	Exercise Rooms	5 Days Per Week
Admin Center	Dust mop floors Finished Wood	Exercise Rooms	5 Days Per Week
Admin Center	Empty pencil sharpeners	Exercise Rooms	5 Days Per Week
Admin Center	Empty trash cans, large / clean exterior / reline	Exercise Rooms	5 Days Per Week
Admin Center	Empty trash cans, large recycle / clean exterior / reline	Exercise Rooms	5 Days Per Week
Admin Center	Empty trash cans, small / clean exterior / reline	Exercise Rooms	5 Days Per Week
Admin Center	Spot clean desktops	Exercise Rooms	5 Days Per Week
Admin Center	Straighten desks	Exercise Rooms	5 Days Per Week
Admin Center	Vacuum carpet using a back-pack vacuum Carpet	Exercise Rooms	5 Days Per Week
Admin Center	Vacuum walk-off mats	Exercise Rooms	5 Days Per Week
Admin Center	Check and refill hand sanitizer dispensers	Exercise Rooms	Weekly
Admin Center	Damp mop floor with disinfectant Finished Wood	Exercise Rooms	Weekly
Admin Center	Spot clean carpet Carpet	Exercise Rooms	Weekly
Admin Center	Dust air vents	Exercise Rooms	Monthly
Admin Center	Dust using a synthetic/feather duster	Exercise Rooms	Monthly
Admin Center	Spot clean vertical surfaces	Exercise Rooms	Monthly
Admin Center	Dust mop floors Finished Resilient	Gymnasiums	5 Days Per Week
Admin Center	Straighten chairs	Gymnasiums	5 Days Per Week
Admin Center	Autoscrub floor using a walk-behind scrubber with cleaner Finished Resilient	Gymnasiums	Weekly
Admin Center	Spot clean chairs	Gymnasiums	Monthly
Admin Center	Spot clean vertical surfaces	Gymnasiums	Monthly
Admin Center	Autoscrub floor using a walk-behind scrubber with clean water Finished Resilient	Hallways	5 Days/Week (2X Day)
Admin Center	Autoscrub floor using a walk-behind scrubber with cleaner Finished Resilient	Hallways	5 Days Per Week
Admin Center	Disinfect drinking fountains	Hallways	5 Days Per Week
Admin Center	Dust mop floors Finished Resilient	Hallways	5 Days Per Week
Admin Center	Empty trash cans, large recycle / clean exterior / reline	Hallways	5 Days Per Week
Admin Center	Empty trash cans, small / clean exterior / reline	Hallways	5 Days Per Week
Admin Center	Spot clean glass	Hallways	5 Days Per Week
Admin Center	Spot clean tables	Hallways	5 Days Per Week
Admin Center	Spot mop floor Finished Ceramic	Hallways	5 Days Per Week
Admin Center	Straighten chairs	Hallways	5 Days Per Week
Admin Center	Straighten tables	Hallways	5 Days Per Week
Admin Center	Vacuum carpet using a back-pack vacuum Carpet	Hallways	5 Days Per Week
Admin Center	Vacuum walk-off mats	Hallways	5 Days Per Week
Admin Center	Remove mineral deposits from drinking fountain	Hallways	2 Times Per Week
Admin Center	Check and refill hand sanitizer dispensers	Hallways	Weekly
Admin Center	Clean whiteboards	Hallways	Weekly
Admin Center	Disinfect hand sanitizer dispensers	Hallways	Weekly
Admin Center	Spot clean carpet Carpet	Hallways	Weekly
Admin Center	Dust air vents	Hallways	Monthly
Admin Center	Dust using a synthetic/feather duster	Hallways	Monthly
Admin Center	Spot clean chairs	Hallways	Monthly
Admin Center	Spot clean horizontal surfaces	Hallways	Monthly
Admin Center	Spot clean vertical surfaces	Hallways	Monthly
Admin Center	Clean mirrors	Locker Rooms	5 Days Per Week

EXHIBIT 1: PERFORMANCE REQUIREMENTS / CLEANING SPECIFICATIONS

Western Technical College - Cleaning Specifications By Building

<u>Building:</u>	<u>Cleaning Task:</u>	<u>Area:</u>	<u>Frequency:</u>
Admin Center	Disinfect floors using an all surface cleaner Finished Ceramic	Locker Rooms	5 Days Per Week
Admin Center	Dust mop floors Finished Resilient	Locker Rooms	5 Days Per Week
Admin Center	Empty trash cans, small / clean exterior / reline	Locker Rooms	5 Days Per Week
Admin Center	Spot clean chairs	Locker Rooms	5 Days Per Week
Admin Center	Spot clean chairs	Locker Rooms	5 Days Per Week
Admin Center	Straighten chairs	Locker Rooms	5 Days Per Week
Admin Center	Remove mineral deposits from floor using an all surface cleaner Finished Ceramic	Locker Rooms	Weekly
Admin Center	Spot clean lockers in locker area	Locker Rooms	Weekly
Admin Center	Sweep small debris using lobby broom and dust pan Finished Resilient	Locker Rooms	Weekly
Admin Center	Dust air vents	Locker Rooms	Monthly
Admin Center	Dust lockers in locker area	Locker Rooms	Monthly
Admin Center	Dust using a synthetic/feather duster	Locker Rooms	Monthly
Admin Center	Empty trash cans, large / clean exterior / reline	Lounges	5 Days Per Week
Admin Center	Empty trash cans, large recycle / clean exterior / reline	Lounges	5 Days Per Week
Admin Center	Straighten chairs	Lounges	5 Days Per Week
Admin Center	Straighten tables	Lounges	5 Days Per Week
Admin Center	Vacuum carpet using a back-pack vacuum Carpet	Lounges	5 Days Per Week
Admin Center	Dust using a synthetic/feather duster	Lounges	Weekly
Admin Center	Spot clean carpet Carpet	Lounges	Weekly
Admin Center	Spot clean horizontal surfaces	Lounges	Weekly
Admin Center	Spot clean tables	Lounges	Weekly
Admin Center	Spot clean vertical surfaces	Lounges	Weekly
Admin Center	Dust air vents	Lounges	Monthly
Admin Center	Spot clean chairs	Lounges	Monthly
Admin Center	Spot clean glass	Offices	5 Days Per Week
Admin Center	Dust mop floors Finished Resilient	Offices	2 Times Per Week
Admin Center	Empty trash cans, large recycle / clean exterior / reline	Offices	2 Times Per Week
Admin Center	Empty trash cans, small / clean exterior / reline	Offices	2 Times Per Week
Admin Center	Empty trash cans, small recycle	Offices	2 Times Per Week
Admin Center	Spot mop floor Finished Resilient	Offices	2 Times Per Week
Admin Center	Straighten chairs	Offices	2 Times Per Week
Admin Center	Straighten desks	Offices	2 Times Per Week
Admin Center	Straighten tables	Offices	2 Times Per Week
Admin Center	Vacuum carpet using a back-pack vacuum Carpet	Offices	2 Times Per Week
Admin Center	Check and refill hand sanitizer dispensers	Offices	Weekly
Admin Center	Clean whiteboards	Offices	Weekly
Admin Center	Disinfect hand sanitizer dispensers	Offices	Weekly
Admin Center	Spot clean carpet Carpet	Offices	Weekly
Admin Center	Dust air vents	Offices	Monthly
Admin Center	Dust using a synthetic/feather duster	Offices	Monthly
Admin Center	Spot clean horizontal surfaces	Offices	Monthly
Admin Center	Spot clean vertical surfaces	Offices	Monthly
Admin Center	Empty trash cans, small / clean exterior / reline	Reception Area	5 Days Per Week
Admin Center	Straighten chairs	Reception Area	5 Days Per Week
Admin Center	Straighten desks	Reception Area	5 Days Per Week
Admin Center	Vacuum carpet using a back-pack vacuum Carpet	Reception Area	5 Days Per Week
Admin Center	Spot clean carpet Carpet	Reception Area	Weekly
Admin Center	Spot clean horizontal surfaces	Reception Area	Weekly
Admin Center	Dust air vents	Reception Area	Monthly
Admin Center	Dust using a synthetic/feather duster	Reception Area	Monthly
Admin Center	Spot clean vertical surfaces	Reception Area	Monthly
Admin Center	Check and empty trash cans, sanitary napkin	Restrooms (Multiple)	5 Days Per Week
Admin Center	Check and refill hand sanitizer dispensers	Restrooms (Multiple)	5 Days Per Week
Admin Center	Check and refill hand soap dispensers	Restrooms (Multiple)	5 Days Per Week
Admin Center	Check and refill paper towel dispensers	Restrooms (Multiple)	5 Days Per Week
Admin Center	Check and refill sanitary napkin dispensers	Restrooms (Multiple)	5 Days Per Week
Admin Center	Check and refill toilet tissue dispensers	Restrooms (Multiple)	5 Days Per Week
Admin Center	Clean mirrors	Restrooms (Multiple)	5 Days Per Week
Admin Center	Disinfect floors using an all surface cleaner Unfinished Hard Floor	Restrooms (Multiple)	5 Days Per Week
Admin Center	Disinfect hand sanitizer dispensers	Restrooms (Multiple)	5 Days Per Week
Admin Center	Disinfect sinks, toilets, urinals & tubs using an all surface cleaner	Restrooms (Multiple)	5 Days Per Week
Admin Center	Empty trash cans, small / clean exterior / reline	Restrooms (Multiple)	5 Days Per Week
Admin Center	Police restroom	Restrooms (Multiple)	5 Days Per Week
Admin Center	Sweep small debris using lobby broom and dust pan Unfinished Hard Floor	Restrooms (Multiple)	5 Days Per Week
Admin Center	Remove mineral deposits from floor using all surface cleaner Unfinished Hard Floor	Restrooms (Multiple)	Weekly
Admin Center	Remove mineral deposits from sinks using an all surface cleaner	Restrooms (Multiple)	Weekly
Admin Center	Remove mineral deposits from toilets using an all surface cleaner	Restrooms (Multiple)	Weekly

EXHIBIT 1: PERFORMANCE REQUIREMENTS / CLEANING SPECIFICATIONS

Western Technical College - Cleaning Specifications By Building

<u>Building:</u>	<u>Cleaning Task:</u>	<u>Area:</u>	<u>Frequency:</u>
Admin Center	Remove mineral deposits from urinals using an all surface cleaner	Restrooms (Multiple)	Weekly
Admin Center	Dust air vents	Restrooms (Multiple)	Monthly
Admin Center	Dust using a synthetic/feather duster	Restrooms (Multiple)	Monthly
Admin Center	Disinfect walls using an all surface cleaner	Shower Rooms	5 Days Per Week
Admin Center	Straighten chairs	Shower Rooms	5 Days Per Week
Admin Center	Check and refill hand soap dispensers	Shower Rooms	Weekly
Admin Center	Remove mineral deposits from walls using an all surface cleaner	Shower Rooms	Weekly
Admin Center	Dust air vents	Shower Rooms	Monthly
Admin Center	Dust using a synthetic/feather duster	Shower Rooms	Monthly
Admin Center	Spot clean chairs	Shower Rooms	Monthly
Admin Center	Clean handrails	Stairwells / Landings	5 Days Per Week
Admin Center	Empty trash cans, large / clean exterior / reline	Stairwells / Landings	5 Days Per Week
Admin Center	Damp mop stairs with cleaner Finished Concrete	Stairwells / Landings	Weekly
Admin Center	Spot clean carpet Carpet	Stairwells / Landings	Weekly
Admin Center	Sweep stairs Unfinished Synthetic	Stairwells / Landings	Weekly
Admin Center	Vacuum carpet using a dual-motor upright or wide-area vacuum Carpet	Stairwells / Landings	Weekly
Admin Center	Dust air vents	Stairwells / Landings	Monthly
Admin Center	Dust using a synthetic/feather duster	Stairwells / Landings	Monthly
Admin Center	Spot clean horizontal surfaces	Stairwells / Landings	Monthly
Admin Center	Spot clean vertical surfaces	Stairwells / Landings	Monthly
Admin Center	Dust mop floors Finished Resilient	Storage Rooms	Monthly
Admin Center	Vacuum carpet using a back-pack vacuum Carpet	Storage Rooms	Monthly
Admin Center	Disinfect sinks and counters using a damp cloth and trigger sprayer	Treatment Room	5 Days Per Week
Admin Center	Dust mop floors Finished Ceramic	Treatment Room	5 Days Per Week
Admin Center	Spot mop floor Finished Ceramic	Treatment Room	5 Days Per Week
Admin Center	Straighten chairs	Treatment Room	5 Days Per Week
Admin Center	Straighten tables	Treatment Room	5 Days Per Week
Admin Center	Check and refill hand soap dispensers	Treatment Room	Weekly
Admin Center	Check and refill paper towel dispensers	Treatment Room	Weekly
Admin Center	Disinfect hand soap dispensers	Treatment Room	Weekly
Admin Center	Disinfect paper towel dispenser	Treatment Room	Weekly
Admin Center	Remove mineral deposits from sinks	Treatment Room	Weekly
Admin Center	Dust air vents	Treatment Room	Monthly
Admin Center	Dust using a synthetic/feather duster	Treatment Room	Monthly
Admin Center	Spot clean tables	Waiting Room	5 Days Per Week
Admin Center	Straighten chairs	Waiting Room	5 Days Per Week
Admin Center	Straighten tables	Waiting Room	5 Days Per Week
Admin Center	Vacuum carpet using a back-pack vacuum Carpet	Waiting Room	5 Days Per Week
Admin Center	Dust using a synthetic/feather duster	Waiting Room	Weekly
Admin Center	Spot clean carpet Carpet	Waiting Room	Weekly
Admin Center	Spot clean horizontal surfaces	Waiting Room	Weekly
Admin Center	Dust air vents	Waiting Room	Monthly
Admin Center	Spot clean chairs	Waiting Room	Monthly
Admin Center	Spot clean vertical surfaces	Waiting Room	Monthly
AITC	Empty trash cans, large / clean exterior / reline	Lounges	5 Days Per Week
AITC	Empty trash cans, large recycle / clean exterior / reline	Lounges	5 Days Per Week
AITC	Straighten chairs	Lounges	5 Days Per Week
AITC	Straighten tables	Lounges	5 Days Per Week
AITC	Vacuum floor using a back-pack vacuum	Lounges	5 Days Per Week
AITC	Dust using a synthetic/feather duster	Lounges	Weekly
AITC	Spot clean floor	Lounges	Weekly
AITC	Spot clean horizontal surfaces	Lounges	Weekly
AITC	Spot clean tables	Lounges	Weekly
AITC	Spot clean vertical surfaces	Lounges	Weekly
AITC	Dust air vents	Lounges	Monthly
AITC	Spot clean chairs	Lounges	Monthly
AITC	Autoscrub floor using a walk-behind scrubber with clean water	Kitchen	5 Days Per Week
AITC	Disinfect hand soap dispensers	Kitchen	5 Days Per Week
AITC	Disinfect paper towel dispenser	Kitchen	5 Days Per Week
AITC	Disinfect sinks and counters using a damp cloth and trigger sprayer	Kitchen	5 Days Per Week
AITC	Empty trash cans, small / clean exterior / reline	Kitchen	5 Days Per Week
AITC	Spot mop floor using microfiber flat mop	Kitchen	5 Days Per Week
AITC	Straighten chairs	Kitchen	5 Days Per Week
AITC	Straighten desks	Kitchen	5 Days Per Week
AITC	Remove mineral deposits from sinks	Kitchen	3 Times Per Week
AITC	Check and refill hand soap dispensers	Kitchen	Weekly

EXHIBIT 1: PERFORMANCE REQUIREMENTS / CLEANING SPECIFICATIONS

Western Technical College - Cleaning Specifications By Building

<u>Building:</u>	<u>Cleaning Task:</u>	<u>Area:</u>	<u>Frequency:</u>
AITC	Check and refill paper towel dispensers	Kitchen	Weekly
AITC	Spot clean horizontal surfaces	Kitchen	Weekly
AITC	Dust air vents	Kitchen	Monthly
AITC	Dust using a synthetic/feather duster	Kitchen	Monthly
AITC	Spot clean desktops	Kitchen	Monthly
AITC	Spot clean vertical surfaces	Kitchen	Monthly
AITC	Disinfect hand sanitizer dispensers	Entrances / Lobbies	5 Days Per Week
AITC	Spot clean glass	Entrances / Lobbies	5 Days Per Week
AITC	Vacuum carpet using a back-pack vacuum	Entrances / Lobbies	5 Days Per Week
AITC	Check and refill hand sanitizer dispensers	Entrances / Lobbies	Weekly
AITC	Spot clean carpet	Entrances / Lobbies	Weekly
AITC	Spot clean horizontal surfaces	Entrances / Lobbies	Weekly
AITC	Spot clean vertical surfaces	Entrances / Lobbies	Weekly
AITC	Dust air vents	Entrances / Lobbies	Monthly
AITC	Spot clean glass	Offices	5 Days Per Week
AITC	Vacuum carpet using a back-pack vacuum	Offices	5 Days Per Week
AITC	Empty trash cans, large recycle / clean exterior / reline	Offices	2 Times Per Week
AITC	Empty trash cans, small / clean exterior / reline	Offices	2 Times Per Week
AITC	Empty trash cans, small recycle	Offices	2 Times Per Week
AITC	Spot mop floor	Offices	2 Times Per Week
AITC	Straighten chairs	Offices	2 Times Per Week
AITC	Straighten desks	Offices	2 Times Per Week
AITC	Straighten tables	Offices	2 Times Per Week
AITC	Check and refill hand sanitizer dispensers	Offices	Weekly
AITC	Clean whiteboards	Offices	Weekly
AITC	Disinfect hand sanitizer dispensers	Offices	Weekly
AITC	Spot clean carpet	Offices	Weekly
AITC	Dust air vents	Offices	Monthly
AITC	Dust using a synthetic/feather duster	Offices	Monthly
AITC	Spot clean horizontal surfaces	Offices	Monthly
AITC	Spot clean vertical surfaces	Offices	Monthly
AITC	Vacuum floors	Storage Rooms	Weekly
AITC	Spot clean door and door glass	Storage Rooms	Weekly
AITC	Autoscrub floor using a walk-behind scrubber with clean water	Hallways	5 Days/Week (2X Day)
AITC	Autoscrub floor using a walk-behind scrubber with cleaner	Hallways	5 Days Per Week
AITC	Disinfect drinking fountains	Hallways	5 Days Per Week
AITC	Dust mop floors	Hallways	5 Days Per Week
AITC	Empty trash cans, large recycle / clean exterior / reline	Hallways	5 Days Per Week
AITC	Empty trash cans, small / clean exterior / reline	Hallways	5 Days Per Week
AITC	Spot clean glass	Hallways	5 Days Per Week
AITC	Spot clean tables	Hallways	5 Days Per Week
AITC	Spot mop floor	Hallways	5 Days Per Week
AITC	Straighten chairs	Hallways	5 Days Per Week
AITC	Straighten tables	Hallways	5 Days Per Week
AITC	Vacuum walk-off mats	Hallways	5 Days Per Week
AITC	Remove mineral deposits from drinking fountain	Hallways	2 Times Per Week
AITC	Check and refill hand sanitizer dispensers	Hallways	Weekly
AITC	Clean whiteboards	Hallways	Weekly
AITC	Disinfect hand sanitizer dispensers	Hallways	Weekly
AITC	Dust air vents	Hallways	Monthly
AITC	Dust using a synthetic/feather duster	Hallways	Monthly
AITC	Spot clean chairs	Hallways	Monthly
AITC	Spot clean horizontal surfaces	Hallways	Monthly
AITC	Spot clean vertical surfaces	Hallways	Monthly
AITC	Disinfect sinks and counters using a damp cloth and trigger sprayer	Labs	5 Days Per Week
AITC	Dust mop floors	Labs	5 Days Per Week
AITC	Empty trash cans, large / clean exterior / reline	Labs	5 Days Per Week
AITC	Empty trash cans, small / clean exterior / reline	Labs	5 Days Per Week
AITC	Remove mineral deposits from sinks	Labs	3 Times Per Week
AITC	Autoscrub floor using a walk-behind scrubber with cleaner	Labs	Weekly
AITC	Check and refill hand soap dispensers	Labs	Weekly
AITC	Check and refill paper towel dispensers	Labs	Weekly
AITC	Clean whiteboards	Labs	Weekly
AITC	Disinfect hand soap dispensers	Labs	Weekly
AITC	Disinfect paper towel dispenser	Labs	Weekly
AITC	Spot clean vertical surfaces	Labs	Weekly
AITC	Check and empty trash cans, sanitary napkin	Restrooms (Multiple)	5 Days Per Week

EXHIBIT 1: PERFORMANCE REQUIREMENTS / CLEANING SPECIFICATIONS

Western Technical College - Cleaning Specifications By Building

<u>Building:</u>	<u>Cleaning Task:</u>	<u>Area:</u>	<u>Frequency:</u>
AITC	Check and refill hand sanitizer dispensers	Restrooms (Multiple)	5 Days Per Week
AITC	Check and refill hand soap dispensers	Restrooms (Multiple)	5 Days Per Week
AITC	Check and refill paper towel dispensers	Restrooms (Multiple)	5 Days Per Week
AITC	Check and refill toilet tissue dispensers	Restrooms (Multiple)	5 Days Per Week
AITC	Clean mirrors	Restrooms (Multiple)	5 Days Per Week
AITC	Disinfect floors using an all surface cleaner	Restrooms (Multiple)	5 Days Per Week
AITC	Disinfect hand sanitizer dispensers	Restrooms (Multiple)	5 Days Per Week
AITC	Disinfect sinks, toilets, urinals & tubs using an all surface cleaner	Restrooms (Multiple)	5 Days Per Week
AITC	Empty trash cans, large / clean exterior / reline	Restrooms (Multiple)	5 Days Per Week
AITC	Empty trash cans, small / clean exterior / reline	Restrooms (Multiple)	5 Days Per Week
AITC	Police restroom	Restrooms (Multiple)	5 Days Per Week
AITC	Straighten chairs	Restrooms (Multiple)	5 Days Per Week
AITC	Sweep small debris using lobby broom and dust pan	Restrooms (Multiple)	5 Days Per Week
AITC	Remove mineral deposits from floor using an all surface cleaner	Restrooms (Multiple)	Weekly
AITC	Remove mineral deposits from sinks using an all surface cleaner	Restrooms (Multiple)	Weekly
AITC	Remove mineral deposits from toilets using an all surface cleaner	Restrooms (Multiple)	Weekly
AITC	Remove mineral deposits from urinals using an all surface cleaner	Restrooms (Multiple)	Weekly
AITC	Dust air vents	Restrooms (Multiple)	Monthly
AITC	Dust using a synthetic/feather duster	Restrooms (Multiple)	Monthly
AITC	Spot clean chairs	Restrooms (Multiple)	Monthly
AITC	Dust mop floors	Classrooms	5 Days Per Week
AITC	Empty pencil sharpeners	Classrooms	5 Days Per Week
AITC	Empty trash cans, small / clean exterior / reline	Classrooms	5 Days Per Week
AITC	Spot clean horizontal surfaces	Classrooms	5 Days Per Week
AITC	Spot clean tables	Classrooms	5 Days Per Week
AITC	Spot disinfect desktops	Classrooms	5 Days Per Week
AITC	Straighten chairs	Classrooms	5 Days Per Week
AITC	Straighten desks	Classrooms	5 Days Per Week
AITC	Straighten tables	Classrooms	5 Days Per Week
AITC	Vacuum walk-off mats	Classrooms	5 Days Per Week
AITC	Autoscrub floor using a walk-behind scrubber with cleaner	Classrooms	2 Times Per Week
AITC	Check and refill hand sanitizer dispensers	Classrooms	Weekly
AITC	Clean whiteboards	Classrooms	Weekly
AITC	Disinfect hand sanitizer dispensers	Classrooms	Weekly
AITC	Spot clean vertical surfaces	Classrooms	Weekly
AITC	Deep clean walk-off mats	Classrooms	Monthly
AITC	Dust air vents	Classrooms	Monthly
AITC	Dust using a synthetic/feather duster	Classrooms	Monthly
AITC	Spot mop floor	Custodial Closets	Monthly
AITC	Sweep small debris using lobby broom and dust pan	Custodial Closets	Monthly
AITC	Disinfect floors using an all surface cleaner	Locker Rooms	5 Days Per Week
AITC	Dust mop floors	Locker Rooms	5 Days Per Week
AITC	Remove mineral deposits from floor using an all surface cleaner	Locker Rooms	Weekly
AITC	Sweep small debris using lobby broom and dust pan	Locker Rooms	Weekly
AITC	Dust air vents	Locker Rooms	Monthly
AITC	Dust lockers in locker area	Locker Rooms	Monthly
AITC	Dust using a synthetic/feather duster	Locker Rooms	Monthly
AITC	Spot clean lockers in locker area	Locker Rooms	Monthly
AITC	Sweep small debris using lobby broom and dust pan	Shop Area	5 Days Per Week
AITC	Empty trash cans, large / clean exterior / reline	Shop Area	5 Days Per Week
AITC	Empty trash cans, small / clean exterior / reline	Shop Area	5 Days Per Week
AITC	Vacuum walk-off mats	Shop Area	5 Days Per Week
AITC	Check and refill hand soap dispensers	Shop Area	Weekly
AITC	Check and refill paper towel dispensers	Shop Area	Weekly
AITC	Clean whiteboards	Shop Area	Weekly
AITC	Disinfect hand soap dispensers	Shop Area	Weekly
AITC	Disinfect paper towel dispenser	Shop Area	Weekly
AITC	Remove mineral deposits from sinks	Shop Area	Weekly
AITC	Dust mop floors using treated dust mop Finished Concrete	Mechanical Rooms	Monthly
AITC	Spot clean vertical surfaces	Mechanical Rooms	Monthly
Automotive	Autoscrub floor using a walk-behind scrubber with cleaner Finished Resilient	Break Rooms	5 Days Per Week
Automotive	Disinfect hand soap dispensers	Break Rooms	5 Days Per Week
Automotive	Disinfect paper towel dispenser	Break Rooms	5 Days Per Week
Automotive	Disinfect sinks and counters using a damp cloth and trigger sprayer	Break Rooms	5 Days Per Week
Automotive	Dust mop floors Finished Resilient	Break Rooms	5 Days Per Week
Automotive	Empty trash cans, large recycle / clean exterior / reline	Break Rooms	5 Days Per Week

EXHIBIT 1: PERFORMANCE REQUIREMENTS / CLEANING SPECIFICATIONS

Western Technical College - Cleaning Specifications By Building

<u>Building:</u>	<u>Cleaning Task:</u>	<u>Area:</u>	<u>Frequency:</u>
Automotive	Empty trash cans, small / clean exterior / reline	Break Rooms	5 Days Per Week
Automotive	Spot clean horizontal surfaces	Break Rooms	5 Days Per Week
Automotive	Spot clean tables	Break Rooms	5 Days Per Week
Automotive	Spot mop floor using microfiber flat mop Finished Resilient	Break Rooms	5 Days Per Week
Automotive	Straighten tables	Break Rooms	5 Days Per Week
Automotive	Vacuum carpet using a back-pack vacuum Carpet	Break Rooms	5 Days Per Week
Automotive	Vacuum walk-off mats	Break Rooms	5 Days Per Week
Automotive	Check and refill hand soap dispensers	Break Rooms	Weekly
Automotive	Check and refill paper towel dispensers	Break Rooms	Weekly
Automotive	Remove mineral deposits from sinks	Break Rooms	Weekly
Automotive	Spot clean carpet Carpet	Break Rooms	Weekly
Automotive	Dust air vents	Break Rooms	Monthly
Automotive	Dust using a synthetic/feather duster	Break Rooms	Monthly
Automotive	Spot clean vending machines	Break Rooms	Monthly
Automotive	Spot clean vertical surfaces	Break Rooms	Monthly
Automotive	Dust mop floors Finished Resilient	Classrooms	5 Days Per Week
Automotive	Empty pencil sharpeners	Classrooms	5 Days Per Week
Automotive	Empty trash cans, small / clean exterior / reline	Classrooms	5 Days Per Week
Automotive	Spot clean horizontal surfaces	Classrooms	5 Days Per Week
Automotive	Spot clean tables	Classrooms	5 Days Per Week
Automotive	Spot disinfect desktops	Classrooms	5 Days Per Week
Automotive	Straighten chairs	Classrooms	5 Days Per Week
Automotive	Straighten desks	Classrooms	5 Days Per Week
Automotive	Straighten tables	Classrooms	5 Days Per Week
Automotive	Vacuum walk-off mats	Classrooms	5 Days Per Week
Automotive	Autoscrub floor using a walk-behind scrubber with cleaner Finished Resilient	Classrooms	2 Times Per Week
Automotive	Check and refill hand sanitizer dispensers	Classrooms	Weekly
Automotive	Clean whiteboards	Classrooms	Weekly
Automotive	Disinfect hand sanitizer dispensers	Classrooms	Weekly
Automotive	Spot clean vertical surfaces	Classrooms	Weekly
Automotive	Deep clean walk-off mats	Classrooms	Monthly
Automotive	Dust air vents	Classrooms	Monthly
Automotive	Dust using a synthetic/feather duster	Classrooms	Monthly
Automotive	Spot mop floor Finished Resilient	Custodial Closets	Monthly
Automotive	Sweep small debris using lobby broom and dust pan Finished Resilient	Custodial Closets	Monthly
Automotive	Disinfect all touch points using a microfiber cloth	Entrances / Lobbies	5 Days/Week (2X Day)
Automotive	Autoscrub floor using a walk-behind scrubber with cleaner Finished Ceramic	Entrances / Lobbies	5 Days Per Week
Automotive	Dust mop floors Finished Ceramic	Entrances / Lobbies	5 Days Per Week
Automotive	Spot clean glass	Entrances / Lobbies	5 Days Per Week
Automotive	Vacuum walk-off mats	Entrances / Lobbies	5 Days Per Week
Automotive	Spot clean horizontal surfaces	Entrances / Lobbies	Weekly
Automotive	Spot clean vertical surfaces	Entrances / Lobbies	Weekly
Automotive	Dust air vents	Entrances / Lobbies	Monthly
Automotive	Autoscrub floor using a walk-behind scrubber with clean water Finished Resilient	Hallways	5 Days/Week (2X Day)
Automotive	Disinfect high touch points using charged micro-fiber	Hallways	5 Days/Week (2X Day)
Automotive	Remove mineral deposits from drinking fountain	Hallways	5 Days/Week (2X Day)
Automotive	Autoscrub floor using a walk-behind scrubber with cleaner Finished Resilient	Hallways	5 Days Per Week
Automotive	Disinfect drinking fountains	Hallways	5 Days Per Week
Automotive	Dust mop floors Finished Resilient	Hallways	5 Days Per Week
Automotive	Empty trash cans, large recycle / clean exterior / reline	Hallways	5 Days Per Week
Automotive	Empty trash cans, small / clean exterior / reline	Hallways	5 Days Per Week
Automotive	Spot clean glass	Hallways	5 Days Per Week
Automotive	Spot mop floor Finished Resilient	Hallways	5 Days Per Week
Automotive	Straighten chairs	Hallways	5 Days Per Week
Automotive	Straighten desks	Hallways	5 Days Per Week
Automotive	Straighten tables	Hallways	5 Days Per Week
Automotive	Vacuum walk-off mats	Hallways	5 Days Per Week
Automotive	Check and refill hand sanitizer dispensers	Hallways	Weekly
Automotive	Disinfect hand sanitizer dispensers	Hallways	Weekly
Automotive	Spot clean vending machines	Hallways	Weekly
Automotive	Dust air vents	Hallways	Monthly
Automotive	Dust using a synthetic/feather duster	Hallways	Monthly
Automotive	Spot clean horizontal surfaces	Hallways	Monthly
Automotive	Spot clean vertical surfaces	Hallways	Monthly
Automotive	Autoscrub floor using a walk-behind scrubber with clean water Finished Resilient	Kitchen	5 Days Per Week
Automotive	Disinfect hand soap dispensers	Kitchen	5 Days Per Week
Automotive	Disinfect paper towel dispenser	Kitchen	5 Days Per Week

EXHIBIT 1: PERFORMANCE REQUIREMENTS / CLEANING SPECIFICATIONS

Western Technical College - Cleaning Specifications By Building

<u>Building:</u>	<u>Cleaning Task:</u>	<u>Area:</u>	<u>Frequency:</u>
Automotive	Disinfect sinks and counters using a damp cloth and trigger sprayer	Kitchen	5 Days Per Week
Automotive	Empty trash cans, small / clean exterior / reline	Kitchen	5 Days Per Week
Automotive	Spot mop floor using microfiber flat mop Finished Resilient	Kitchen	5 Days Per Week
Automotive	Straighten chairs	Kitchen	5 Days Per Week
Automotive	Straighten desks	Kitchen	5 Days Per Week
Automotive	Remove mineral deposits from sinks	Kitchen	3 Times Per Week
Automotive	Check and refill hand soap dispensers	Kitchen	Weekly
Automotive	Check and refill paper towel dispensers	Kitchen	Weekly
Automotive	Spot clean horizontal surfaces	Kitchen	Weekly
Automotive	Dust air vents	Kitchen	Monthly
Automotive	Dust using a synthetic/feather duster	Kitchen	Monthly
Automotive	Spot clean desktops	Kitchen	Monthly
Automotive	Spot clean vertical surfaces	Kitchen	Monthly
Automotive	Disinfect sinks and counters using a damp cloth and trigger sprayer	Labs	5 Days Per Week
Automotive	Dust mop floors Finished Concrete	Labs	5 Days Per Week
Automotive	Empty trash cans, large / clean exterior / reline	Labs	5 Days Per Week
Automotive	Empty trash cans, small / clean exterior / reline	Labs	5 Days Per Week
Automotive	Remove mineral deposits from sinks	Labs	3 Times Per Week
Automotive	Autoscrub floor using a walk-behind scrubber with cleaner Finished Concrete	Labs	Weekly
Automotive	Check and refill hand soap dispensers	Labs	Weekly
Automotive	Check and refill paper towel dispensers	Labs	Weekly
Automotive	Clean whiteboards	Labs	Weekly
Automotive	Disinfect hand soap dispensers	Labs	Weekly
Automotive	Disinfect paper towel dispenser	Labs	Weekly
Automotive	Spot clean vertical surfaces	Labs	Weekly
Automotive	Disinfect floors using an all surface cleaner Finished Ceramic	Locker Rooms	5 Days Per Week
Automotive	Dust mop floors Finished Ceramic	Locker Rooms	5 Days Per Week
Automotive	Check and refill hand sanitizer dispensers	Locker Rooms	Weekly
Automotive	Disinfect hand sanitizer dispensers	Locker Rooms	Weekly
Automotive	Remove mineral deposits from floor using an all surface cleaner Finished Ceramic	Locker Rooms	Weekly
Automotive	Sweep small debris using lobby broom and dust pan Finished Ceramic	Locker Rooms	Weekly
Automotive	Dust air vents	Locker Rooms	Monthly
Automotive	Dust lockers in locker area	Locker Rooms	Monthly
Automotive	Dust using a synthetic/feather duster	Locker Rooms	Monthly
Automotive	Spot clean lockers in locker area	Locker Rooms	Monthly
Automotive	Empty trash cans, small / clean exterior / reline	Offices	5 Days Per Week
Automotive	Dust mop floors Finished Resilient	Offices	2 Times Per Week
Automotive	Spot mop floor Finished Resilient	Offices	2 Times Per Week
Automotive	Straighten chairs	Offices	2 Times Per Week
Automotive	Straighten desks	Offices	2 Times Per Week
Automotive	Vacuum walk-off mats	Offices	2 Times Per Week
Automotive	Check and refill paper towel dispensers	Offices	Weekly
Automotive	Clean whiteboards	Offices	Weekly
Automotive	Spot clean glass	Offices	Weekly
Automotive	Dust air vents	Offices	Monthly
Automotive	Dust using a synthetic/feather duster	Offices	Monthly
Automotive	Spot clean horizontal surfaces	Offices	Monthly
Automotive	Spot clean vertical surfaces	Offices	Monthly
Automotive	Check and empty trash cans, sanitary napkin	Restrooms (Multiple)	5 Days Per Week
Automotive	Check and refill hand sanitizer dispensers	Restrooms (Multiple)	5 Days Per Week
Automotive	Check and refill hand soap dispensers	Restrooms (Multiple)	5 Days Per Week
Automotive	Check and refill paper towel dispensers	Restrooms (Multiple)	5 Days Per Week
Automotive	Check and refill toilet tissue dispensers	Restrooms (Multiple)	5 Days Per Week
Automotive	Clean mirrors	Restrooms (Multiple)	5 Days Per Week
Automotive	Disinfect floors using an all surface cleaner Unfinished Hard Floor	Restrooms (Multiple)	5 Days Per Week
Automotive	Disinfect hand sanitizer dispensers	Restrooms (Multiple)	5 Days Per Week
Automotive	Disinfect sinks, toilets, urinals & tubs using an all surface cleaner	Restrooms (Multiple)	5 Days Per Week
Automotive	Empty trash cans, large / clean exterior / reline	Restrooms (Multiple)	5 Days Per Week
Automotive	Empty trash cans, small / clean exterior / reline	Restrooms (Multiple)	5 Days Per Week
Automotive	Police restroom	Restrooms (Multiple)	5 Days Per Week
Automotive	Straighten chairs	Restrooms (Multiple)	5 Days Per Week
Automotive	Sweep small debris using lobby broom and dust pan Unfinished Hard Floor	Restrooms (Multiple)	5 Days Per Week
Automotive	Remove mineral deposits from floor using all surface cleaner Unfinished Hard Floor	Restrooms (Multiple)	Weekly
Automotive	Remove mineral deposits from sinks using an all surface cleaner	Restrooms (Multiple)	Weekly
Automotive	Remove mineral deposits from toilets using an all surface cleaner	Restrooms (Multiple)	Weekly
Automotive	Remove mineral deposits from urinals using an all surface cleaner	Restrooms (Multiple)	Weekly
Automotive	Dust air vents	Restrooms (Multiple)	Monthly

EXHIBIT 1: PERFORMANCE REQUIREMENTS / CLEANING SPECIFICATIONS

Western Technical College - Cleaning Specifications By Building

<u>Building:</u>	<u>Cleaning Task:</u>	<u>Area:</u>	<u>Frequency:</u>
Automotive	Dust using a synthetic/feather duster	Restrooms (Multiple)	Monthly
Automotive	Spot clean chairs	Restrooms (Multiple)	Monthly
Automotive	Sweep small debris using lobby broom and dust pan+B616+B642:D651	Shop Area	5 Days Per Week
Automotive	Empty trash cans, large / clean exterior / reline	Shop Area	5 Days Per Week
Automotive	Empty trash cans, small / clean exterior / reline	Shop Area	5 Days Per Week
Automotive	Vacuum walk-off mats	Shop Area	5 Days Per Week
Automotive	Check and refill hand soap dispensers	Shop Area	Weekly
Automotive	Check and refill paper towel dispensers	Shop Area	Weekly
Automotive	Clean whiteboards	Shop Area	Weekly
Automotive	Disinfect hand soap dispensers	Shop Area	Weekly
Automotive	Disinfect paper towel dispenser	Shop Area	Weekly
Automotive	Remove mineral deposits from sinks	Shop Area	Weekly
Diesel Building	Disinfect sinks and counters using a damp cloth and trigger sprayer	Break Rooms	5 Days Per Week
Diesel Building	Dust mop floors using treated dust mop Finished Resilient	Break Rooms	5 Days Per Week
Diesel Building	Empty trash cans, small / clean exterior / reline	Break Rooms	5 Days Per Week
Diesel Building	Spot clean vending machines	Break Rooms	5 Days Per Week
Diesel Building	Spot clean vertical surfaces	Break Rooms	5 Days Per Week
Diesel Building	Spot mop floor Finished Resilient	Break Rooms	5 Days Per Week
Diesel Building	Straighten chairs	Break Rooms	5 Days Per Week
Diesel Building	Straighten tables	Break Rooms	5 Days Per Week
Diesel Building	Dust using a synthetic/feather duster	Break Rooms	Monthly
Diesel Building	Dust mop floors using treated dust mop Finished Concrete	Classrooms	5 Days Per Week
Diesel Building	Empty trash cans, large / clean exterior / reline	Classrooms	5 Days Per Week
Diesel Building	Empty trash cans, small / clean exterior / reline	Classrooms	5 Days Per Week
Diesel Building	Empty trash cans, small recycle	Classrooms	5 Days Per Week
Diesel Building	Spot clean glass	Classrooms	5 Days Per Week
Diesel Building	Spot clean vertical surfaces	Classrooms	5 Days Per Week
Diesel Building	Spot mop floor Finished Concrete	Classrooms	5 Days Per Week
Diesel Building	Spot mop floor Finished Synthetic	Classrooms	5 Days Per Week
Diesel Building	Straighten chairs	Classrooms	5 Days Per Week
Diesel Building	Straighten desks	Classrooms	5 Days Per Week
Diesel Building	Straighten tables	Classrooms	5 Days Per Week
Diesel Building	Vacuum carpet using a back-pack vacuum Carpet	Classrooms	5 Days Per Week
Diesel Building	Dust using a synthetic/feather duster	Classrooms	Monthly
Diesel Building	Empty trash cans, small / clean exterior / reline	Custodial Closets	5 Days Per Week
Diesel Building	Police area	Custodial Closets	5 Days Per Week
Diesel Building	Spot mop floor Finished Concrete	Custodial Closets	Weekly
Diesel Building	Check and refill hand sanitizer dispensers	Entrances / Lobbies	5 Days Per Week
Diesel Building	Dust mop floors using treated dust mop Finished Ceramic	Entrances / Lobbies	5 Days Per Week
Diesel Building	Empty trash cans, small / clean exterior / reline	Entrances / Lobbies	5 Days Per Week
Diesel Building	Spot clean vertical surfaces	Entrances / Lobbies	5 Days Per Week
Diesel Building	Spot mop floor Finished Ceramic	Entrances / Lobbies	5 Days Per Week
Diesel Building	Vacuum carpet using a back-pack vacuum Carpet	Entrances / Lobbies	5 Days Per Week
Diesel Building	Vacuum walk-off mats	Entrances / Lobbies	5 Days Per Week
Diesel Building	Dust using a synthetic/feather duster	Entrances / Lobbies	Monthly
Diesel Building	Autoscrub floor using a walk-behind scrubber with cleaner Finished Concrete	Hallways	5 Days Per Week
Diesel Building	Check and refill hand sanitizer dispensers	Hallways	5 Days Per Week
Diesel Building	Check and refill hand soap dispensers	Hallways	5 Days Per Week
Diesel Building	Check and refill paper towel dispensers	Hallways	5 Days Per Week
Diesel Building	Disinfect drinking fountains	Hallways	5 Days Per Week
Diesel Building	Dust mop floors using treated dust mop Finished Concrete	Hallways	5 Days Per Week
Diesel Building	Empty trash cans, large / clean exterior / reline	Hallways	5 Days Per Week
Diesel Building	Empty trash cans, small recycle	Hallways	5 Days Per Week
Diesel Building	Spot clean vertical surfaces	Hallways	5 Days Per Week
Diesel Building	Spot mop floor Finished Synthetic	Hallways	5 Days Per Week
Diesel Building	Straighten chairs	Hallways	5 Days Per Week
Diesel Building	Straighten desks	Hallways	5 Days Per Week
Diesel Building	Vacuum walk-off mats	Hallways	5 Days Per Week
Diesel Building	Dust using a synthetic/feather duster	Hallways	Monthly
Diesel Building	Check and refill hand soap dispensers	Locker Rooms	5 Days Per Week
Diesel Building	Check and refill paper towel dispensers	Locker Rooms	5 Days Per Week
Diesel Building	Clean mirrors	Locker Rooms	5 Days Per Week
Diesel Building	Damp mop floor with disinfectant Finished Ceramic	Locker Rooms	5 Days Per Week
Diesel Building	Disinfect sinks and counters using a damp cloth and trigger sprayer	Locker Rooms	5 Days Per Week
Diesel Building	Disinfect toilets using trigger sprayer and bowl brush	Locker Rooms	5 Days Per Week
Diesel Building	Empty trash cans, small / clean exterior / reline	Locker Rooms	5 Days Per Week

EXHIBIT 1: PERFORMANCE REQUIREMENTS / CLEANING SPECIFICATIONS

Western Technical College - Cleaning Specifications By Building

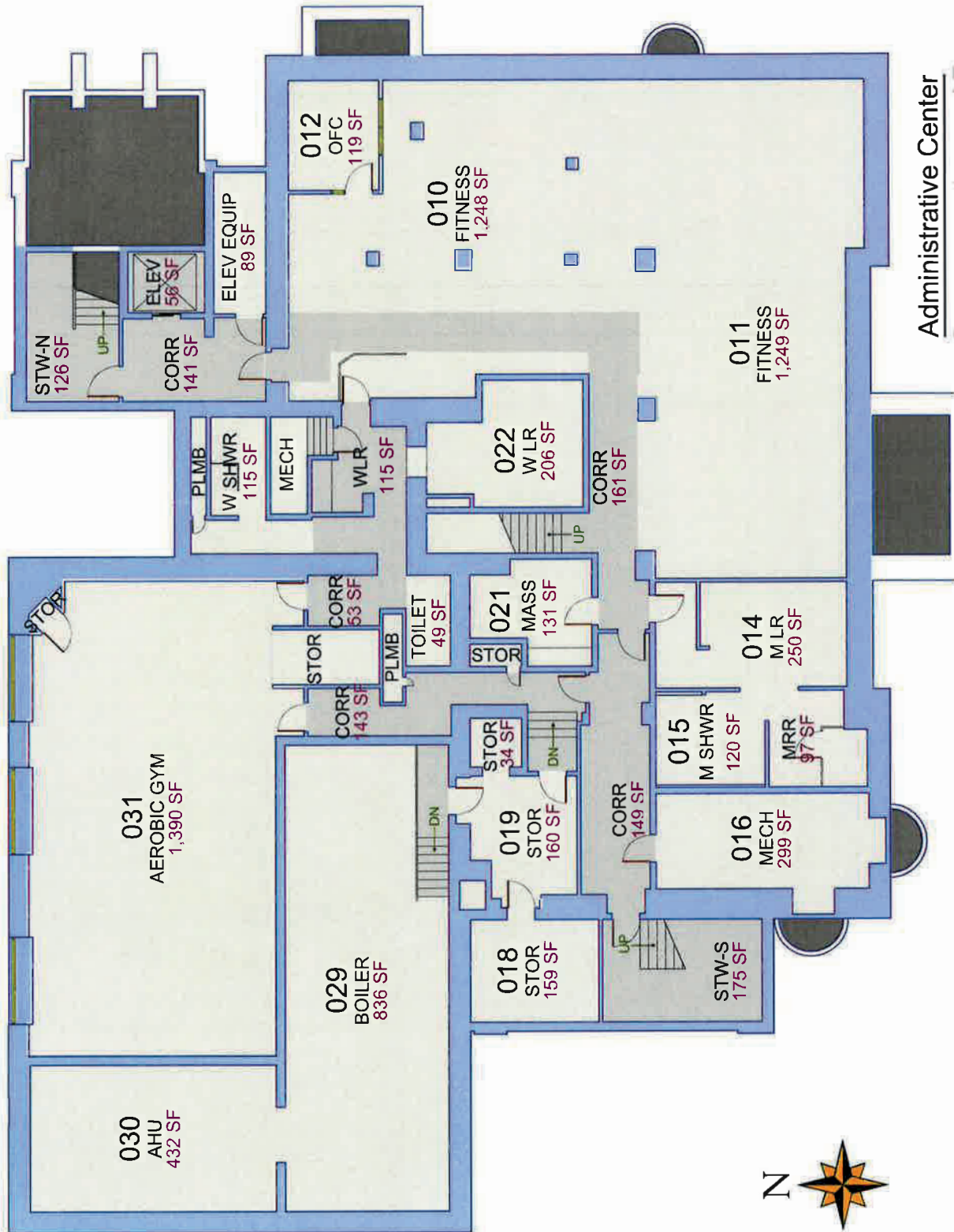
<u>Building:</u>	<u>Cleaning Task:</u>	<u>Area:</u>	<u>Frequency:</u>
Diesel Building	Spot disinfect vertical surfaces with disinfectant	Locker Rooms	5 Days Per Week
Diesel Building	Dust using a synthetic/feather duster	Locker Rooms	Monthly
Diesel Building	Dust mop floors using treated dust mop Finished Concrete	Mechanical Rooms	Monthly
Diesel Building	Spot clean vertical surfaces	Mechanical Rooms	Monthly
Diesel Building	Dust mop floors using treated dust mop Finished Concrete	Offices	5 Days Per Week
Diesel Building	Empty trash cans, small / clean exterior / reline	Offices	5 Days Per Week
Diesel Building	Spot clean vertical surfaces	Offices	5 Days Per Week
Diesel Building	Spot mop floor Finished Concrete	Offices	5 Days Per Week
Diesel Building	Straighten chairs	Offices	5 Days Per Week
Diesel Building	Straighten desks	Offices	5 Days Per Week
Diesel Building	Vacuum walk-off mats	Offices	5 Days Per Week
Diesel Building	Vacuum carpet using a back-pack vacuum Carpet	Offices	2 Times Per Week
Diesel Building	Dust using a synthetic/feather duster	Offices	Monthly
Diesel Building	Check and empty trash cans, sanitary napkin	Restrooms (Multiple)	5 Days Per Week
Diesel Building	Check and refill hand soap dispensers	Restrooms (Multiple)	5 Days Per Week
Diesel Building	Check and refill paper towel dispensers	Restrooms (Multiple)	5 Days Per Week
Diesel Building	Check and refill toilet tissue dispensers	Restrooms (Multiple)	5 Days Per Week
Diesel Building	Clean mirrors	Restrooms (Multiple)	5 Days Per Week
Diesel Building	Disinfect floors using an all surface cleaner Finished Ceramic	Restrooms (Multiple)	5 Days Per Week
Diesel Building	Disinfect sinks and counters using an all surface cleaner	Restrooms (Multiple)	5 Days Per Week
Diesel Building	Disinfect toilets using an all surface cleaner	Restrooms (Multiple)	5 Days Per Week
Diesel Building	Disinfect urinals using an all surface cleaner	Restrooms (Multiple)	5 Days Per Week
Diesel Building	Disinfect walls using an all surface cleaner	Restrooms (Multiple)	5 Days Per Week
Diesel Building	Empty trash cans, small / clean exterior / reline	Restrooms (Multiple)	5 Days Per Week
Diesel Building	Sweep small debris using lobby broom and dust pan Finished Ceramic	Restrooms (Multiple)	5 Days Per Week
Diesel Building	Dust using a synthetic/feather duster	Restrooms (Multiple)	Monthly
Diesel Building	Check and refill hand soap dispensers	Restrooms (Single)	5 Days Per Week
Diesel Building	Check and refill paper towel dispensers	Restrooms (Single)	5 Days Per Week
Diesel Building	Check and refill toilet tissue dispensers	Restrooms (Single)	5 Days Per Week
Diesel Building	Clean mirrors	Restrooms (Single)	5 Days Per Week
Diesel Building	Damp mop floor with disinfectant Finished Ceramic	Restrooms (Single)	5 Days Per Week
Diesel Building	Disinfect sinks and counters using a damp cloth and trigger sprayer	Restrooms (Single)	5 Days Per Week
Diesel Building	Disinfect toilets using trigger sprayer and bowl brush	Restrooms (Single)	5 Days Per Week
Diesel Building	Empty trash cans, small / clean exterior / reline	Restrooms (Single)	5 Days Per Week
Diesel Building	Spot disinfect vertical surfaces with disinfectant	Restrooms (Single)	5 Days Per Week
Diesel Building	Sweep small debris using lobby broom and dust pan Finished Ceramic	Restrooms (Single)	5 Days Per Week
Diesel Building	Dust using a synthetic/feather duster	Restrooms (Single)	Monthly
Diesel Building	Check and refill hand sanitizer dispensers	Shop Area	5 Days Per Week
Diesel Building	Check and refill hand soap dispensers	Shop Area	5 Days Per Week
Diesel Building	Check and refill paper towel dispensers	Shop Area	5 Days Per Week
Diesel Building	Disinfect drinking fountains	Shop Area	5 Days Per Week
Diesel Building	Disinfect sinks and counters using a damp cloth and trigger sprayer	Shop Area	5 Days Per Week
Diesel Building	Empty trash cans, small / clean exterior / reline	Shop Area	5 Days Per Week
Diesel Building	Spot clean glass	Shop Area	5 Days Per Week
Diesel Building	Spot clean vertical surfaces	Shop Area	5 Days Per Week
Diesel Building	Straighten chairs	Shop Area	5 Days Per Week
Diesel Building	Straighten desks	Shop Area	5 Days Per Week
Diesel Building	Vacuum walk-off mats	Shop Area	5 Days Per Week
Diesel Building	Dust using a synthetic/feather duster	Shop Area	Monthly
Diesel Building	Spot clean vertical surfaces	Stairwells / Landings	5 Days Per Week
Diesel Building	Spot mop floor Unfinished Hard Floor	Stairwells / Landings	5 Days Per Week
Diesel Building	Sweep stairs Unfinished Hard Floor	Stairwells / Landings	5 Days Per Week
Diesel Building	Dust using a synthetic/feather duster	Stairwells / Landings	Monthly
Diesel Building	Dust mop floors using treated dust mop Finished Concrete	Storage Rooms	Monthly
Diesel Building	Dust using a synthetic/feather duster	Storage Rooms	Monthly
Diesel Building	Check and refill hand sanitizer dispensers	Wash Rooms	5 Days Per Week
Diesel Building	Check and refill hand soap dispensers	Wash Rooms	5 Days Per Week
Diesel Building	Check and refill paper towel dispensers	Wash Rooms	5 Days Per Week
Diesel Building	Clean mirrors	Wash Rooms	5 Days Per Week
Diesel Building	Damp mop floor with disinfectant Finished Ceramic	Wash Rooms	5 Days Per Week
Diesel Building	Disinfect drinking fountains	Wash Rooms	5 Days Per Week
Diesel Building	Disinfect sinks and counters using a damp cloth and trigger sprayer	Wash Rooms	5 Days Per Week
Diesel Building	Empty trash cans, large / clean exterior / reline	Wash Rooms	5 Days Per Week
Diesel Building	Spot clean vertical surfaces	Wash Rooms	5 Days Per Week
Diesel Building	Vacuum walk-off mats	Wash Rooms	5 Days Per Week
Diesel Building	Dust using a synthetic/feather duster	Wash Rooms	Monthly

EXHIBIT 1: PERFORMANCE REQUIREMENTS / CLEANING SPECIFICATIONS

Western Technical College - Cleaning Specifications By Building

<u>Building:</u>	<u>Cleaning Task:</u>	<u>Area:</u>	<u>Frequency:</u>
Lunda Center	Straighten chairs	Break Rooms	5 Days Per Week
Lunda Center	Straighten tables	Break Rooms	5 Days Per Week
Lunda Center	Vacuum carpet using a dual-motor upright or wide-area vacuum Carpet	Break Rooms	5 Days Per Week
Lunda Center	Spot clean carpet Carpet	Break Rooms	Weekly
Lunda Center	Spot clean tables	Break Rooms	Weekly
Lunda Center	Dust using a synthetic/feather duster	Break Rooms	Monthly
Lunda Center	Spot clean chairs	Break Rooms	Monthly
Lunda Center	Spot clean desktops	Break Rooms	Monthly
Lunda Center	Spot clean horizontal surfaces	Break Rooms	Monthly
Lunda Center	Spot clean vertical surfaces	Break Rooms	Monthly
Lunda Center	Autoscrub floor using a walk-behind scrubber with cleaner Finished Resilient	Commons Area	5 Days Per Week
Lunda Center	Dust mop floors Finished Resilient	Commons Area	5 Days Per Week
Lunda Center	Spot clean glass	Commons Area	5 Days Per Week
Lunda Center	Straighten chairs	Commons Area	5 Days Per Week
Lunda Center	Vacuum walk-off mats	Commons Area	5 Days Per Week
Lunda Center	Dust using a synthetic/feather duster	Commons Area	Monthly
Lunda Center	Spot clean chairs	Commons Area	Monthly
Lunda Center	Spot clean horizontal surfaces	Commons Area	Monthly
Lunda Center	Spot clean vertical surfaces	Commons Area	Monthly
Lunda Center	Empty trash cans, small / clean exterior / reline	Conference Rooms	2 Times Per Week
Lunda Center	Empty trash cans, small recycle	Conference Rooms	2 Times Per Week
Lunda Center	Straighten chairs	Conference Rooms	2 Times Per Week
Lunda Center	Straighten desks	Conference Rooms	2 Times Per Week
Lunda Center	Straighten tables	Conference Rooms	2 Times Per Week
Lunda Center	Vacuum carpet using a dual-motor upright or wide-area vacuum Carpet	Conference Rooms	2 Times Per Week
Lunda Center	Clean whiteboards	Conference Rooms	Weekly
Lunda Center	Spot clean carpet Carpet	Conference Rooms	Weekly
Lunda Center	Dust using a synthetic/feather duster	Conference Rooms	Monthly
Lunda Center	Spot clean chairs	Conference Rooms	Monthly
Lunda Center	Spot clean desktops	Conference Rooms	Monthly
Lunda Center	Spot clean horizontal surfaces	Conference Rooms	Monthly
Lunda Center	Spot clean tables	Conference Rooms	Monthly
Lunda Center	Spot clean vertical surfaces	Conference Rooms	Monthly
Lunda Center	Disinfect sinks and counters using a damp cloth and trigger sprayer	Custodial Closets	Monthly
Lunda Center	Remove mineral deposits from sinks	Custodial Closets	Monthly
Lunda Center	Spot mop floor Finished Resilient	Custodial Closets	Monthly
Lunda Center	Sweep small debris using lobby broom and dust pan Finished Resilient	Custodial Closets	Monthly
Lunda Center	Damp mop floor with cleaner Finished Ceramic	Entrances / Lobbies	5 Days Per Week
Lunda Center	Dust mop floors Finished Ceramic	Entrances / Lobbies	5 Days Per Week
Lunda Center	Spot clean glass	Entrances / Lobbies	5 Days Per Week
Lunda Center	Vacuum walk-off mats	Entrances / Lobbies	5 Days Per Week
Lunda Center	Spot clean horizontal surfaces	Entrances / Lobbies	Weekly
Lunda Center	Spot clean vertical surfaces	Entrances / Lobbies	Weekly
Lunda Center	Dust using a synthetic/feather duster	Entrances / Lobbies	Monthly
Lunda Center	Disinfect drinking fountains	Hallways	5 Days Per Week
Lunda Center	Empty trash cans, large / clean exterior / reline	Hallways	5 Days Per Week
Lunda Center	Straighten chairs	Hallways	5 Days Per Week
Lunda Center	Straighten tables	Hallways	5 Days Per Week
Lunda Center	Vacuum carpet using a dual-motor upright or wide-area vacuum Carpet	Hallways	5 Days Per Week
Lunda Center	Remove mineral deposits from drinking fountain	Hallways	Weekly
Lunda Center	Spot clean carpet Carpet	Hallways	Weekly
Lunda Center	Spot clean carpet Carpet	Hallways	Weekly
Lunda Center	Dust using a synthetic/feather duster	Hallways	Monthly
Lunda Center	Spot clean chairs	Hallways	Monthly
Lunda Center	Spot clean glass	Hallways	Monthly
Lunda Center	Spot clean horizontal surfaces	Hallways	Monthly
Lunda Center	Spot clean tables	Hallways	Monthly
Lunda Center	Spot clean vertical surfaces	Hallways	Monthly
Lunda Center	Empty trash cans, small / clean exterior / reline	Offices	2 Times Per Week
Lunda Center	Straighten chairs	Offices	2 Times Per Week
Lunda Center	Straighten desks	Offices	2 Times Per Week
Lunda Center	Vacuum carpet using a dual-motor upright or wide-area vacuum Carpet	Offices	2 Times Per Week
Lunda Center	Spot clean carpet Carpet	Offices	Weekly
Lunda Center	Dust using a synthetic/feather duster	Offices	Monthly
Lunda Center	Spot clean horizontal surfaces	Offices	Monthly
Lunda Center	Spot clean vertical surfaces	Offices	Monthly

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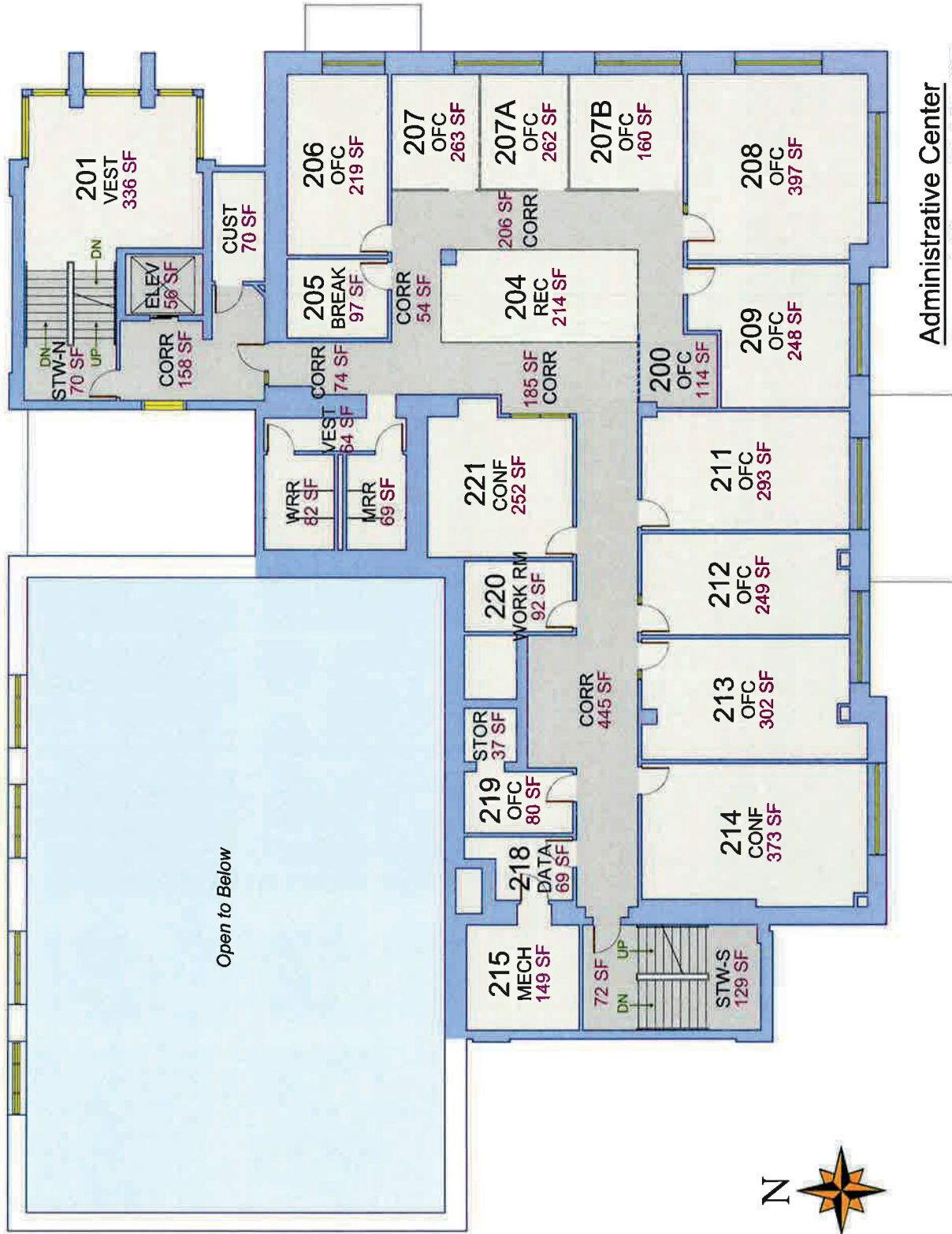


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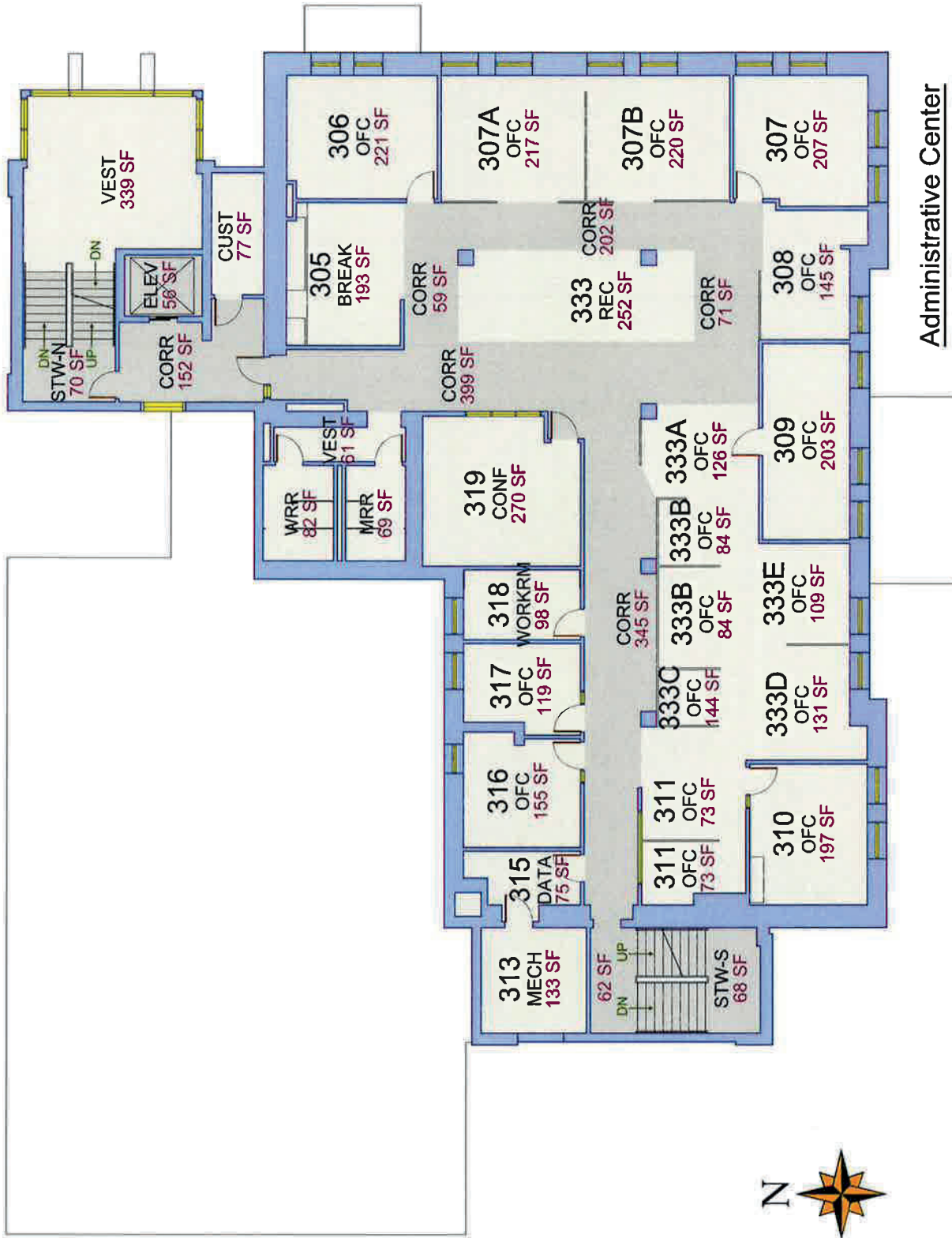


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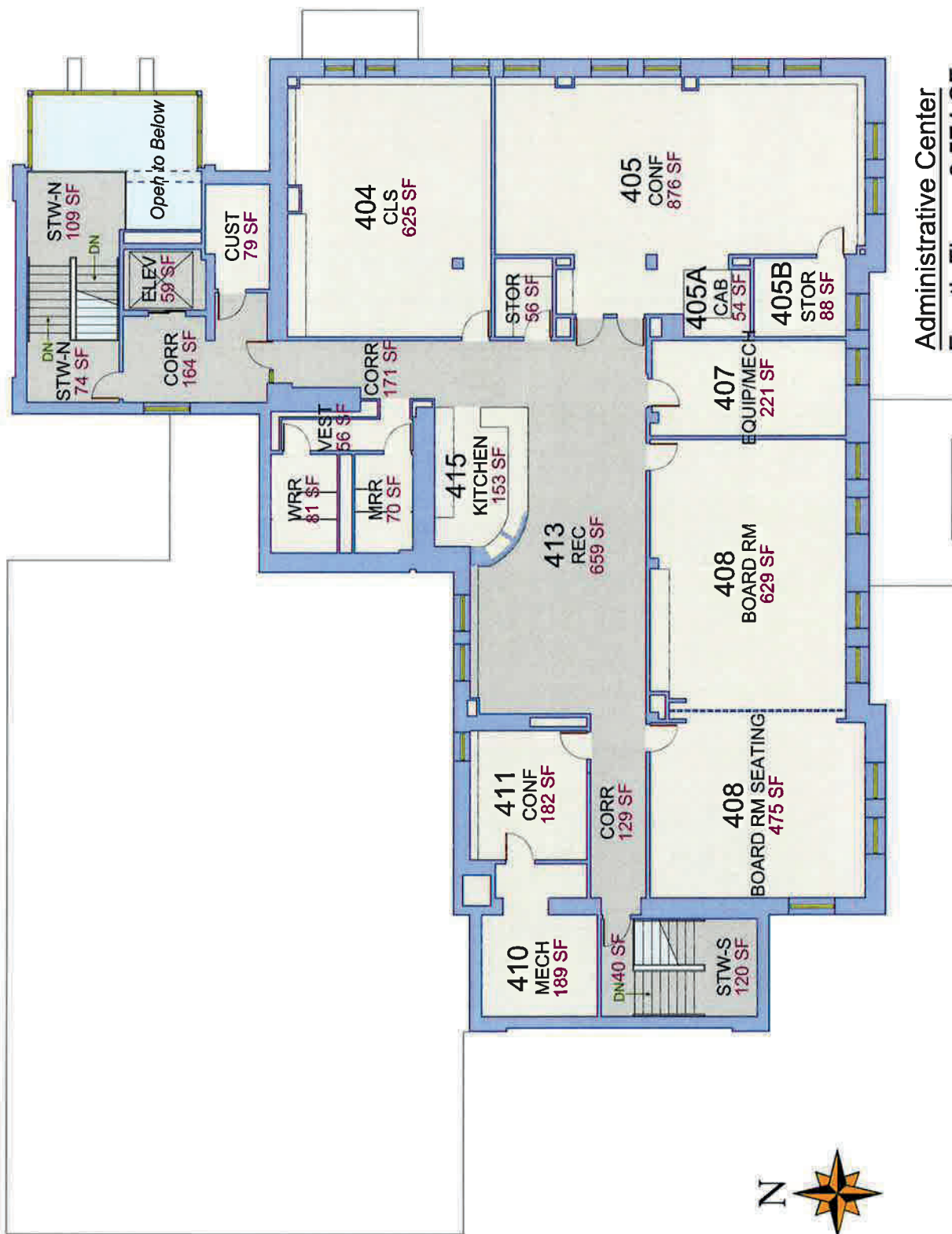


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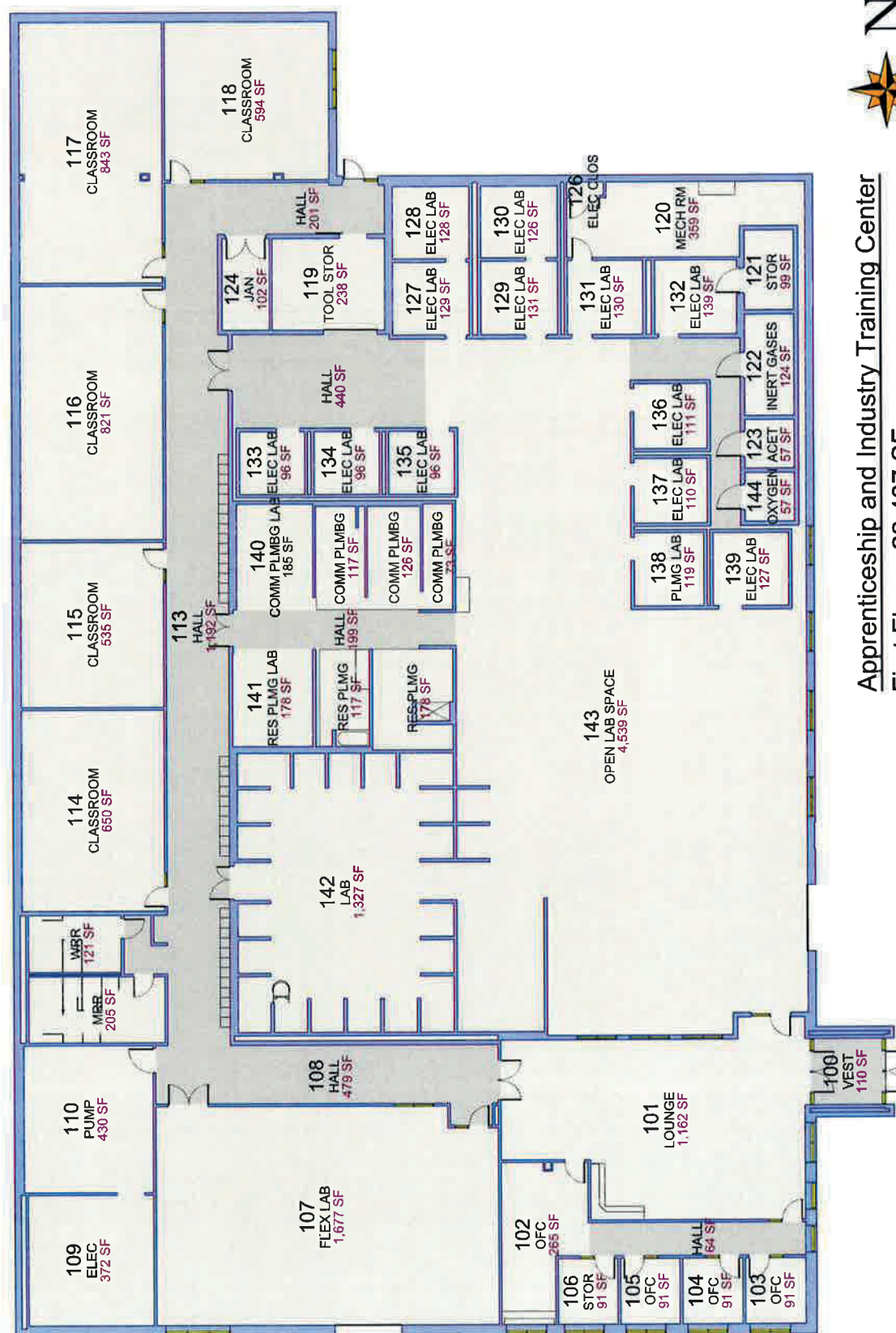


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Apprenticeship and Industry Training Center
First Floor - 22,437 SF

Scale 1/1000000

Lunda Center

333 7th Street North, La Crosse, WI 54601

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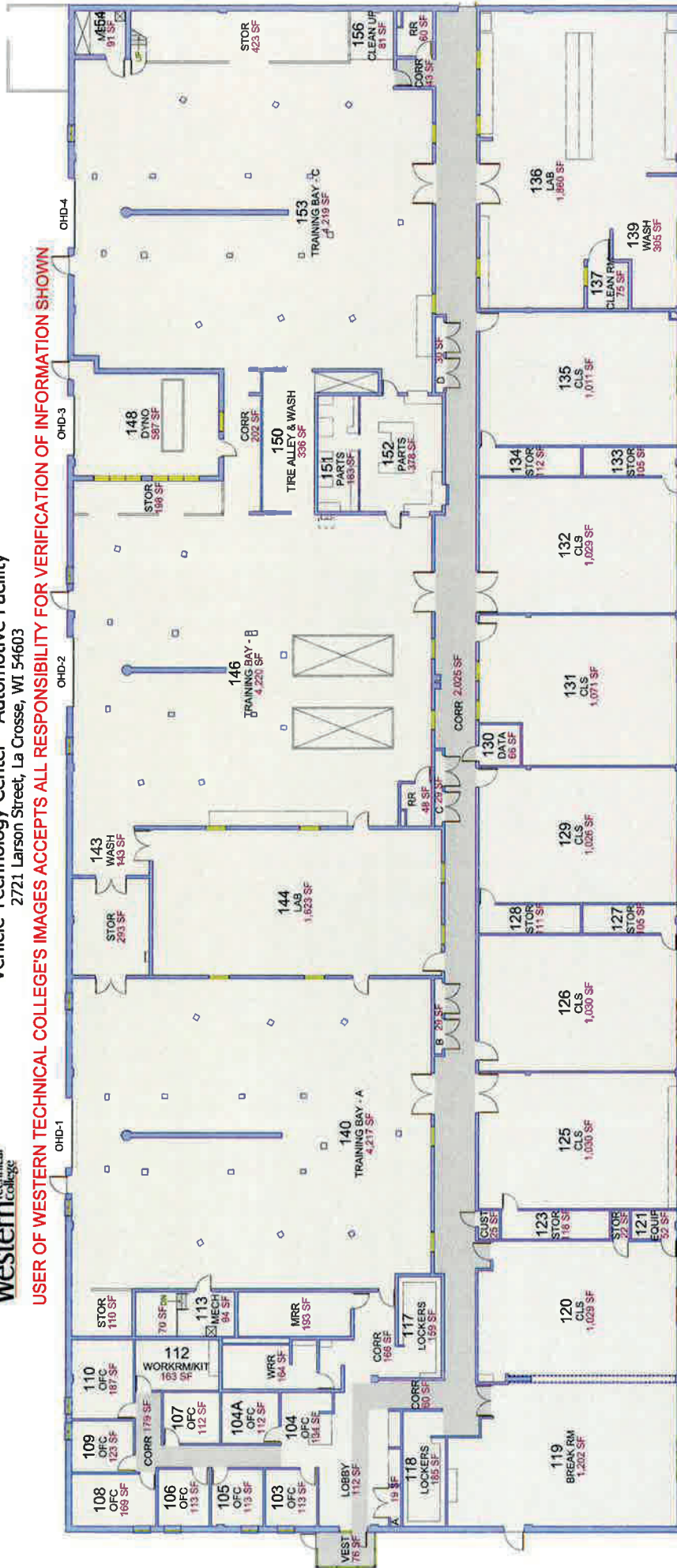


Lunda Center
First Floor - 22,240 SF



Western Technical College
Vehicle Technology Center - Automotive Facility
 2721 Larson Street, La Crosse, WI 54603

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Vehicle Tech. Center - Automotive Facility

40,318 sq ft with bay to the North

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08/05/2020

