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| <h1 style="text-align: center;">REQUEST FOR PROPOSALS</h1> <p style="text-align: center;">Janitorial Services THIS IS NOT AN ORDER</p> | |  | |
| <p style="text-align: center;">Proposal Due Date</p> <p style="text-align: center;">July 8, 2021 2:00 p.m. CT</p> | | <p>All questions relating to this Request For Proposal must be submitted in writing to:</p> <p style="text-align: center;">Procurement Manager 201 West Washington Ave, Ste 700 Madison, Wisconsin 53703 procurement@wheda.com</p> | |
| <h2>Calendar of Events</h2> | | | |
| <p>June 8, 2021 June 22, 2021, 2:00 p.m. CT July 8, 2021 2:00 p.m. CT</p> | | <p>RFP Issuance Deadline for Submitting Written Questions Proposal Due Date</p> | |
| <p>Proposer Name and Address (must be completed)</p> | | | |
| <p>Check all boxes at left that apply below for minority-owned, disabled veteran-owned and woman-owned business designations for Proposer. For more information see https://wisdp.wi.gov/.</p> | | | |
| <p>WISCONSIN DEPARTMENT OF ADMINISTRATION-CERTIFIED MINORITY-OWNED BUSINESS ENTERPRISE (MBE).</p> | | | |
| <input type="checkbox"/> DOA-Certified MBE under Chapter 16, WI Statutes. | | <input type="checkbox"/> Over 50% minority ownership and not DOA certified. | |
| <p>WISCONSIN DEPARTMENT OF ADMINISTRATION-CERTIFIED DISABLED VETERAN-OWNED BUSINESS (DVB).</p> | | | |
| <input type="checkbox"/> DOA-Certified DVB under Chapter 16, WI Statutes. | | <input type="checkbox"/> Over 50% disabled-veteran ownership and not DOA certified. | |
| <p>WISCONSIN DEPARTMENT OF ADMINISTRATION-CERTIFIED WOMAN-OWNED BUSINESS ENTERPRISE (WBE).</p> | | | |
| <input type="checkbox"/> DOA-Certified WBE under Chapter 16, WI Statutes. | | <input type="checkbox"/> Over 50%-woman ownership and not DOA certified. | |
| <p>ACKNOWLEDGEMENT OF ANY ADDENDA and/or REVISIONS: In signing this document, Proposer acknowledges and affirms that its Proposal complies with all terms, conditions and specifications of this RFP and any addenda, appendices, or revisions thereto. If awarded a contract, Proposer will comply with all terms of its Proposal and all terms, conditions and specifications of this RFP and any addenda or revisions thereto.</p> | | | |
| <p>DEBARMENT AND SUSPENSION: In signing this document, Proposer acknowledges it has not been suspended, debarred, declared ineligible or voluntarily excluded from eligibility by any Federal department or agency.</p> | | | |
| <p>NON-COLLUSION: In signing this document, Proposer certifies it has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this Proposal has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that this Proposal has not been knowingly disclosed prior to the opening of Proposals to any other Proposer or competitor; that the above statement is true and accurate.</p> | | | |
| <p>Name of Authorized Company Representative (Type or Print)</p> | | <p>Title</p> | <p>Date</p> |
| <p>Signature of Authorized Company Representative Named Above</p> | | <p>Phone</p> | <p>Fax</p> |
| | | | <p>Email</p> |

CHECKLIST FOR SUBMITTING A PROPOSAL

Understanding the Request for Proposals (RFP)

- ☐ Thoroughly read and review this RFP and all attachments, appendices, addenda, and/or revisions.
- ☐ Submit any written questions to the Procurement Manager by the deadline provided in the Calendar of Events.
- ☐ Know when and where the Proposal is to be delivered.

Completing Your Proposal

- ☐ Complete the narrative information required in Section 5 of the RFP.
- ☐ Complete the Cost Sheet provided with the RFP. Make sure your prices and calculations are accurate. Do not alter the format of the Cost Sheet.
- ☐ Complete the Vendor Information Form provided with the RFP.
- ☐ Complete the Vendor Reference Form provided with the RFP.
- ☐ Complete and sign the Request for Proposals sheet provided as the cover of this RFP package.
- ☐ This checklist is provided for the Proposer's convenience only and is not required to be submitted with the Proposal package.

Submitting Your Proposal

- ☐ Prepare an email to include the following attachments.
 1. **Signed Request for Proposals Sheet** (RFP cover page)
 2. **Proposer Information Form** (Attachment 1)
 3. **Proposer Reference Form** (Attachment 2)
 4. **Narrative Response** (see Section 5 for details)
- ☐ Prepare one original Cost Sheet (Attachment 3), clearly labeled "Cost Sheet", and attach the separate file of the Cost Sheet (Attachment 3) to the email.

If Your Proposal is Chosen for a Contract Award:

- ☐ Be prepared to provide any documents—such as certificates of insurance, licenses, credentials, or IRS Form W-9 (Request for Taxpayer Identification Number)—as required by the Authority.
- ☐ For Proposers using DOA-certified MBE or DOA-certified DVB subcontractors, related documents such as itemized invoices and service detail may be required.

1. INTRODUCTION

1.1. Scope

The purpose of this Request for Proposals (RFP) is to provide interested parties with information needed to prepare and submit a Proposal for the following

Comprehensive high quality janitorial services for the building currently being constructed 908 E Main Street, Madison, Wisconsin 53703 (the “**Facility**”).

The Authority intends to use the results of this process to award one contract to provide the services described in this RFP.

1.2. Wisconsin Housing and Economic Development Authority

The Wisconsin Housing and Economic Development Authority is a public body corporate and politic governed by Chapter 234 of the Wisconsin Statutes. The Authority is governed by a twelve-member Board of Directors. The Authority’s Executive Director, appointed by the Governor, acts as its Chief Executive Officer. The Authority offers financial products and services to Wisconsin citizens, housing developers, business owners and farmers for affordable housing and economic development opportunities.

As of June 20, 2020, the Authority had 155 employees, an operating budget of \$24.6 million, and 3.2 billion in assets. Revenues to finance its operating and capital budgets are derived primarily from interest earnings on loans, investments of assets, and administrative fees.

For more information about the Authority, including the Authority’s 2020 audited financial statements please visit www.wheda.com.

1.3. Definitions

Words and terms in this RFP shall be given their ordinary and usual meanings, and all meanings shall be applicable to the singular and plural forms of the words and terms. For the purposes of this RFP, the following words and terms shall have the meanings indicated:

- A. “**Authority**” means the Wisconsin Housing and Economic Development Authority.
- B. “**Calendar of Events**” means the official schedule of events, and deadlines shown on the cover page of this RFP.
- C. “**Contract**” means a contract entered into between the Authority and a successful Proposer resulting from the selection of its Proposal.
- D. “**Contractor**” means a Proposer that is awarded a Contract under this RFP.
- E. “**DVB**” means a Disabled Veteran-Owned Business (DVB) certified by the Department of Administration under Chapter 16, Wisconsin Statutes.
- F. “**Highest Scoring Proposer**” means the Proposer that meets the conditions and specifications of this RFP and whose Proposal receives the highest number of points through the evaluation process described in this RFP.
- G. “**Interested Proposer**” means any individual, company, corporation or other entity identified by the Procurement Manager as potentially interested in this RFP or that notifies the Procurement Manager of its interest in or intent to respond to this RFP.
- H. “**MBE**” means a Minority-Owned Business Enterprise (MBE) certified by the Department of Administration under Chapter 16, Wisconsin Statutes.
- I. “**Procurement Manager**” means the person who has been designated by the Authority to manage this RFP. All communications with the Procurement Manager shall be through electronic mail

addressed to procurement@wheda.com.

- J. **“Proposal”** means the complete response from a Proposer, including all required documentation described in this RFP.
- K. **“Proposer”** means the individual, company, corporation or other entity that responds to this RFP.
- L. **“Request for Proposals” or “RFP”** means this document including appendices, addenda, revisions and/or attachments.
- M. **“WBE”** means a Woman-Owned Business Enterprise (WBE) certified by the Department of Administration under Chapter 16, Wisconsin Statutes.

2. CONTRACT INFORMATION

2.1. Contract Term

The Contract will be in effect for a period of three years commencing as stated in the Contract. The Contract may be renewed for two one-year periods by mutual consent. It is anticipated the services under this Contract shall commence on or about December 1, 2021m the anticipated construction completion date; commencement of the Contract shall begin on or about the date WHEDA takes occupancy of the building, as set forth in more detail in the Contract.

2.2 Terms and Conditions

In addition to the terms, conditions and specifications contained in this RFP, this RFP and any resulting Contract(s) shall be governed by the Authority’s Standard Terms and Conditions for Contractual Services (Attachment 4) (the **“Terms and Conditions”**), which includes the Authority’s Code of Ethics for Consultants and Travel Policy for Consultants. This RFP and the awarded Proposer’s Proposal may, at the Authority’s option, be incorporated into the Contract.

Proposers must accept the Terms and Conditions referenced above in their entirety or submit point-by-point exceptions along with proposed alternative or additional language for each exception. The Authority may reject a Proposal if it deems the proposed alternative or additional language to be unacceptable. Submission of the Proposer’s own terms and conditions as a substitute for language in the Terms and Conditions is not a sufficient response to this requirement and may result in rejection of the Proposal. Failure of a successful Proposer to accept the Authority’s Terms and Conditions as part of the contract or to propose alternative or additional language in its Proposal that is acceptable to the Authority, will result in cancellation of the award.

3. PROCEDURES AND INSTRUCTIONS

3.1. Reasonable Accommodations

Upon request, the Authority will provide reasonable accommodations, including the provision of informational material in an alternative format, for individuals with disabilities.

3.2. Proposal Contents and Delivery Requirements

Proposers shall submit

- A. A pdf file of its Proposal, excluding the Cost Sheet,
- B. A pdf file of its Cost Sheet,
- C. An excel file of its Cost Sheet,

by the Proposals Due Date in the Calendar of Events to
Procurement Manager
procurement@wheda.com

All emailed Proposals must include the following information as an email text message at the top of the email with the attached Proposal information.

- Proposer's name and address
- Request for Proposals title (See upper left-hand box of RFP cover page)
- Proposals due date (See upper left-hand box of RFP cover page and Calendar of Events)

All emailed Proposals must include the name of the RFQ in the Subject of the email and include the above-listed Proposals content.

Proposals must be received in the procurement email inbox indicated above on or before the date and time Proposals are due. Late Proposals will be rejected. Proposals sent to an email address different from that stated above will be rejected.

3.3. Calendar of Events

The Calendar of Events provides important dates and times by which actions related to this RFP shall be completed. In the event that the Authority finds it necessary to change any of these dates and times, it will provide written notification of such changes per Section 3.4, Communication with Proposers.

3.4. Communication with Proposers

In the event it becomes necessary to make changes to the Calendar of Events, provide additional clarifying data or information, revise any part of this RFP, or provide a record of questions and answers, the Procurement Manager will send written notification, electronically or in hard copy, to all Interested Proposers.

3.5. Format of Proposal

Proposers responding to this RFP must submit the following materials:

- A. Signed Request for Proposal Sheet:** The Proposal must include the signed Request for Proposal sheet provided as the cover of this RFP package. A Proposal submitted in response to this RFP must be signed by the person in the Proposer's organization who is responsible for decisions regarding prices offered in the Proposal or by a person who has been authorized in writing to act as agent for the person responsible for the decision on prices.
- B. Proposer Information Form** (Attachment 1)
- C. Proposer Reference Form** (Attachment 2)
- D. Cost Sheet** (Attachment 3): Provide the Cost Sheet as both a pdf and an excel file separate from the rest of the Proposal file package. All costs for furnishing the services requested under this RFQ must be included on the Cost Sheet. Please refer to Section 6, Cost, for information on Proposal pricing and price adjustments.
- E. Narrative Responses and Additional Information:** Please refer to Section 5 (Mandatory, General and Technical Requirements) and Section 7 (Additional Information Requirements).

The checklist included with this RFP is provided for the convenience of the Proposer. The Proposer is not required to submit the checklist with its Proposal package.

3.6. Multiple proposals

Multiple Proposals from a Proposer are permitted; however, each Proposal must conform fully to the requirements for Proposal submission. Each such Proposal shall be submitted separately and labeled as Proposal #1, Proposal #2, etc. on each page included in the response.

3.7. Questions

Questions concerning this RFP must be submitted in writing to the Procurement Manager via email sent to procurement@wheda.com on or before the Deadline for Submitting Written Questions provided in the Calendar of Events. Proposers are expected to raise any questions, exceptions or additions concerning the RFP (including the Terms and Conditions) prior to this deadline. If a Proposer discovers any significant ambiguity, error, conflict, discrepancy, omission or other deficiency in this RFP, the Proposer must immediately notify the Procurement Manager via email sent to procurement@wheda.com and request clarification and/or modification of the RFP. All questions and answers will be provided to all Proposers in accordance with section 3.4, Communication with Proposers.

3.8. Incurring Costs

The Authority is not liable for any cost incurred by a Proposer related to responding to this RFP.

3.9. Contact with the Authority

From the date of issuance of this RFP until a Letter of Intent to Award a Contract is issued, all contacts with the Authority regarding this RFP shall be made only through the Procurement Manager. Any information provided by a source other than the Procurement Manager shall be deemed unofficial and nonbinding. Violation of this condition may be considered sufficient cause for rejection of a Proposal, irrespective of any other considerations.

3.10. News Releases

News releases pertaining to the RFP or to the acceptance, rejection or evaluation of Proposals shall not be made without the prior written approval of the Authority.

4. PROPOSAL ACCEPTANCE, VERIFICATION AND AWARD

4.1. Proposal Opening

Proposals will be opened on the Proposal due date and time specified in the Calendar of Events. Names of the Proposers will not be read aloud at the Proposal opening. The Proposal opening will be held at the following location:

WHEDA
201 West Washington Avenue, Suite 700
Madison, Wisconsin 53703

4.2. Proposal Review, Verification and Acceptance

The Authority shall review each Proposal to verify that it meets all specified requirements in this RFP. Proposals that do not comply with instructions contained in this RFP may be rejected by the Authority. The Authority reserves the right to waive a particular specification if no Proposer meets that specification. The Authority may request reports on a Proposer's financial stability. The Authority may reject a Proposal if the Proposer is determined to have inadequate financial means to provide the required service. The Authority retains the right to accept or reject any or all Proposals or accept or reject any part of a Proposal if doing so is in the best interest of the Authority. The Authority shall be the sole judge as to compliance with the instructions contained in this RFP. A Proposal shall be deemed to be firm for acceptance for ninety (90) days from date of the Proposals opening unless otherwise noted. A Proposer may not modify its Proposal after the Proposals opening except to correct minor omissions or miscalculations as directed in writing by the Procurement Manager.

4.3. Minority-Owned and Disabled Veteran-Owned Business Enterprises

Proposers will receive an additional 10 points on a 100-point scale if using a qualified DOA-certified MBE or a qualified DOA-certified DVB in a subcontractor role for at least 10% of the contracted work and fees or will receive an additional 15 points on a 100-point scale if the proposer is a qualified DOA-certified MBE or a qualified DOA-certified DVB and will be completing all work required under the RFP. All DOA-

certified MBEs and/or DOA-certified DVBs must be certified by the Department of Administration under Chapter 16 of the Wisconsin Statutes and listed under <https://wisdp.wi.gov/>. Qualified Proposers who have MBE and/or DVB DOA certification(s) are required to check the corresponding box(es) on the RFP cover page to be considered for a point preference. Proposers who hire a qualified DOA-certified MBE or a qualified DOA-certified DVB subcontractor are asked to specify this in their Proposal.

4.4. Proposal Scoring

Proposals shall be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, require oral interviews/presentations, and use the results of reference checks, interviews, and presentations in scoring the Proposals.

4.5. Evaluation Criteria

The Proposals shall be scored using the following criteria

| | |
|--|-----------|
| A. Mandatory Requirements (Section 5.1) | n/a |
| B. Organization Capabilities (Section 5.2) | 25 |
| C. Staff Qualifications (Section 5.3) | 20 |
| D. Technical Requirements (Section 5.4) | 25 |
| E. Proposals Pricing (Section 6.1) | <u>30</u> |
| TOTAL | 100 |

A Proposal must meet Mandatory Requirements and receive at least 40 points for Evaluation Criteria B, C and D prior to having the Cost Sheet scored. A Proposal that receives less than the required number of points for these sections shall be ineligible for further consideration.

Please see Section 4.3, Minority-Owned and Disabled Veteran-Owned Business Enterprises, for point preferences granted to qualified DOA-certified MBEs, to qualified DOA-certified DVBs and to Proposers who partner with qualified DOA-certified MBEs and qualified DOA-certified DVBs.

4.6. Best and Final Offer

The Authority shall compile the final scores (Organizational Capabilities, Staff Qualifications, Technical Requirements and Cost) for each Proposer. The award may be made in one of two ways:

- A. To the highest scoring responsive and responsible Proposer based upon original Proposals; or
- B. The highest scoring Proposer or Proposers may be requested to submit best and final offers. Best and final offers will be evaluated against the stated criteria, scored, and ranked. The award shall then be made to the highest scoring Proposer. However, a Proposer should not expect that the Authority will request a best and final offer.

4.7. Right to Reject Proposals and Negotiate Contract Terms

The Authority reserves the right to reject any and all Proposals. The Authority may negotiate the terms of the contract, including the award amount, with the selected Proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring Proposer, the Authority may negotiate a contract with the next highest scoring Proposer.

4.8. Notification of Intent to Award

All Proposers who respond to this RFP shall be notified in writing of the Authority's intent to award the contract as a result of this RFP.

5. MANDATORY, GENERAL AND TECHNICAL REQUIREMENTS

The Proposer must provide answers to all of the following information requests and questions.

5.1. Mandatory Requirements

The Bidder must be able to meet all of the below-listed requirements, and provide the level of service outlined therein, to be eligible for this Contract. Please comment on your ability to meet each requirement.

Additionally, Regarding Staffing: Vendors must provide WHEDA with the number of trained workers on site for each full shift on every regular weeknight. Substitutes are to be trained to work in our facility, and this procedure must be in place at all times so that this facility is not impacted by lack of staffing. Vendors must state specifically that this will be put in place in their quote for services to WHEDA.

- Work Outline:
 - Included is a generic outline of work to be done. See attachment “J1”. This will be the minimum requirements.
 - Proposer must be able to meet all of the work requirements to successfully complete the required work consistently for the duration of the contract term or be responsible to pay for the completion of this work by a 3rd party if the need arises.
- Equipment:
 - Vendor will provide and maintain 3 vacuum cleaners of like specifications to Windsor Versamatic 18” dual motor upright vacuum machines.
 - Vendor will provide and maintain 1 of like specifications to Windsor Admiral pull style wet extractor with an upholstery tool attachment.
 - Vendor will provide and maintain 1 each wide area carpet vacuums any brand.
 - Vendor will provide and maintain 1 each wide area self-propelled wet extractor any brand.
 - Vendor will provide and maintain a professional spot removal kit.
 - No CFR or “continuous filter style” extractors will be permitted in the Facility at any time.
 - No treated dust cloths or devices that use static electricity to clean, will be permitted in the Facility at any time.
 - Currently the Authority does not require the use of a daily equipment check list, but we may put this requirement in place if there are equipment concerns. See attachment “J2”.
 - All equipment required to carry out the cleaning operations within the Scope of the RFP shall be provided by the contractor and shall meet the standards of applicable Federal Occupational Safety and Health Act and State of Wisconsin safety codes. Sustainable green cleaning equipment is preferred for use on this contract. Equipment shall remain on site and operative at the facility for the duration of the contract. In case of equipment breakdown, spares will be brought in immediately and repairs to normal equipment will be completed within 48 hours’ time frame.
 - The 1st floor cleaning closet will be the main equipment/staging room for the vendor. All floors have a cleaning closet with a slop sink. and with the Authority’ approval cleaning closets may be used for staging and storage.
 - Dilution Control Stations may be used but must comply with all applicable codes regarding their installation and ongoing use. This includes the back flow prevention devices for safety. All water connections must be quick couple disconnected each night prior to leaving the building to prevent after hours flooding by leaving the water turned on.
- Traffic Pattern Program:

- Vendor will comply with traffic pattern program. This is a program that includes daily work to wet extract traffic pattern areas on all floors. This program includes the use of the vacuum machines. See attachment “J3”. This program is designed to help maintain the carpet and to maintain the Facility at a high standard of cleanliness. The Executive Suite on 5th floor will require detailed cleaning daily. See attachment “J1”. The executive suite is comprised of the main reception area, the Authority’s board room, the Authority’s Executive Directors office and the Executive Directors reception area immediately adjacent to the Executive Directors office.
- Lock List Procedure:
 - Vendor will comply with lock list program. This is a procedure that lists doors that are to be locked nightly, and the procedure to follow to secure the facility. Attachment “J4” will be provided.
 - The lock list procedure is required to be maintained in the daily logbook at all times.
- Drain Maintenance Program:
 - Vendor will comply with drain maintenance program. This is a program to treat and maintain drains in the facility. See attachment “J5”.
- Supplies:
 - The Authority has determined the specific supplies that will be used ongoing for paper products, liners, and hand soap. All other chemicals and supplies will be provided by the Vendor utilizing products of their choice. See attachment “J6”
 - Vendor will provide ongoing supply ordering and stock/inventory control.
 - No acid containing chemical may contain any more than 10% acid by volume.
 - No alkaline containing products may be used on any areas except hard floor care. All glass cleaner and or hard surface cleaners will contain alcohol or isopropyl alcohol.
 - Vinegar may not be used in the facility at any time.
 - At all times, an update set of material safety data sheets (MSDS) must be maintained on site by the Vendor and at the beginning of the contract a complete set of MSDS must be provided to the Authority. When any chemical is brought into the facility an updated MSDS must be provided to the Authority.
 - The Authority supports the use of sustainable cleaning products, materials, and equipment. The Authority requires that whenever cleaners that meet Green Seal Certification are available for purchase, then these cleaners that meet Green Seal Certification will be used in the facility. It is imperative that cleaning products used do not damage the surfaces and finishes of the facility. The Authority shall have final approval of all equipment and supplies. The Authority may require discontinuance of any cleaner, chemical or equipment at any time for any reason.
- Quality control/inspection forms:
 - The Authority does not require ongoing regular inspections to maintain daily cleaning quality. The Authority staff interface daily with the facility and the cleaning crew through various methods including a “cleaning crew daily logbook”.
 - In the event that quality is a concern, the quality assurance inspection form will be used. See attachment “J7” This form will enable us to inspect the work and determine areas that are deficient and need work. In the event that this form is used, the monthly invoice may be reduced by the impact of this form. Each negative point will equal \$100.00 deduction on that month’s invoice up to a maximum of \$2,000.00/month.
 - Equipment check list. In the event that the equipment check list is put in use, it will be required daily. See attachment “J2”.
- Communications:

- The Authority requires that the onsite crew leader be able to effectively communicate verbally and in writing with the crew that they run and with the Authority representative. This must be in place at all times. Vendor will provide backup services to accomplish this requirement without interruption in the event of absenteeism at all times. Crew leader can talk and write in all languages needed to accomplish the work daily. A logbook is required for daily communications on site. This will contain the different programs and lists that are in effect. Supervisory and cleaning staff shall follow all Facility work rules and all the specifications set forth in this RFP. Supervisory staff shall respond and resolve the Facilities management requests and tenant concerns promptly. Onsite Supervisor must be capable of both oral and written communications with the contractor's employees and the Authority's representative.
- Onsite Supervisor or other designated managerial staff shall contact the facilities management daily to exchange contract information such as: schedule updates, tenant concerns, personnel changes, coordination of off hour contractors and any other updated information. Supervisor shall maintain a logbook record of daily concerns and activities, facility maintenance problems, security issues, breakage reports, personnel work information and other important non-emergency information that needs to be conveyed to the Facilities management. Supervisory staff shall immediately notify the facilities management of emergency situations including; fire alarms, major elevator problems, unauthorized people on site, water issues or damage, electrical problems, or any other serious damage to the facility or issues that arise.
- Contractor shall notify the facilities management two weeks prior to a change in on-site supervisor or assistant supervisory staff. The contractor shall notify facilities management of the intended change and provide a job history or resume of the replacement for review and approval.
- Trash Removal:
 - Contractor shall facilitate the Authority's current waste recycling program. All work areas will be provided with separate waste containers and all recycled materials are comingled. Waste items shall be placed in the dumpsters located in the loading dock.
- Lights:
 - Contractor shall establish cleaning procedures and methods that include energy conservation measures for lighting. Only those lights necessary for cleaning in the areas where contractor's employees are working shall be illuminated. All lights shall be turned off upon completion of cleaning operations in the area. Lights in all areas shall be checked and turned off at the end of each shift, unless otherwise designated by facility management.
- Security:
 - Contractor shall be responsible for use of all keys and security access cards issued to the contractor or their employees. Under no circumstances shall contractor's employees admit unauthorized personnel to areas controlled by a key or access card. Such requests shall be referred to the facilities management staff. All doors shall be closed and locked according to the lock list procedure in all areas at all times. All areas shall be double checked at the end of the shift to verify the areas are secured as required. On occasion, certain areas which are normally open may be secured. Contractor must follow the lock list procedure provided by the Authority which details what doors are locked and secured when and how and by whom.
 - Contractor's staff shall not disturb papers or personal effects on desks, open drawers, or cabinets, use telephones, radio or television sets, or tamper with other personal or Authority property.
 - Contractor shall not duplicate any keys for the premises under any circumstances. Any lost keys or need for additional keys shall be promptly reported to or requested of Facilities management. To avoid the possibility of tracing lost keys to the premises the

contractor shall not put identification on any keys, replacement keys and or cards that are provided to the contractor for work at the Facility.

- Parking:
 - There is no provision for parking for normal work. All deliveries and shipping needs will be permitted to use the loading dock as need be. Any special cleaning work such as the bi-annual full building carpet extraction projects may be allowed loading dock use for parking upon request and approval from facilities management.
- Inclement Weather:
 - During winter facilities management will install additional floor mats to protect the flooring and provide additional safety to building occupants, to help give a clean look to the facility. Contractor shall clean, move, and store these mats as required during winter months. During the winter on every Friday the traffic pattern program will be modified to include extraction of the main lobby entrance on 1st floor and the elevator lobby area along with the rear hallway area. This is to remove salt and dirt during winter months only. Facilities management shall coordinate this change from summer work to winter work and back.
- Uniforms:
 - All contractor's employees shall be identified while on the premises with picture identification including their legal name, employee number (if applicable) and shirt, blouse, or smock, indicating the company name or logo in print large enough to be easily read.
- Work Schedule:
 - Work shall be performed daily. Monday through Friday between 5:30 pm and 3:00 am. Work schedule shall be established to meet the daily demands based on the work schedule of the Facilities occupants. In the event that the contractor has a personnel shortage working outside these hours is approved by notifying Facilities management.
- Holidays:
 - The Authority and other tenants of the facility are not required to be open for business on the following days:
 1. Martin Luther King Jr. Day
 2. January 1st
 3. Memorial Day
 4. Labor Day
 5. December 24th
 6. December 25th
 7. December 31st
 8. Thanksgiving Day
 9. July 4th
- Employees:
 - The Contractor shall utilize only workers that are skilled in the tasks to which they are assigned and can provide the highest quality of performance consistently on a daily basis. All contractor employees shall be required to comply with the work rules established for the Facility.
- Responsible Contractor Policy:
 - The Authority recognizes that proper maintenance and superior service requires that facility management and service contractors hire well trained and dedicated staff to service buildings. Assuring the availability of a qualified staff and avoiding labor disruption and costly employee turnover requires employer to pay fair and reasonable compensation, to treat workers fairly and to abide by applicable labor laws.
- Reassignment of Employees:
 - The Authority retains the right to require the reassignment of an employee or employees as the Authority may deem necessary. Reasons for this request may be,

- but are not limited to incompetence, carelessness, and disruptive or otherwise objectionable behavior. A contractor's employee whose actions or performance are objectionable to the Authority shall be immediately transferred from the premises.
 - A request by the facility management to transfer an employee shall not constitute an order to discipline or discharge the employee. All actions taken by the contractor in regard to employee discipline shall be at the sole discretion of the contractor. The Authority shall be held harmless in any disputes the contractor may have with the contractor's employees. This shall include but is not limited to charges of discrimination, harassment, and discharge without just cause.
- Restrooms:
 - All cleaning procedures shall be conducted with the use of an approved quaternary disinfectant cleaner. An approved soft – scrub product shall be used to remove embedded soil on porcelain fixtures. Descaling/acid cleaning shall be done on a weekly basis at a minimum to keep scale build up down. All acid products may contain no more than 10% acid by volume. The acid shall not come in contact with toilet seats or bright work without immediate removal to avoid injury or damage.
- All other Areas:
 - Wet cleaning procedures shall be conducted with an approved all-purpose nonionic detergent. Alkaline base cleaners will not be permitted on any surface other than hard floors. Glass cleaners shall be alcohol based, not alkaline based.
 - Unoccupied lease space – When these spaces become leased, cleaning of them will be your responsibility. Charges for cleaning these will commiserate with accepted lease.
 - Complete set up for Training room provided in daily communication log.
- Carpet:
 - Carpet maintenance shall follow manufacturers recommended procedures and adhere to the schedule of cleaning. See attachment “J3”
- Reports and Schedules:
 - Contractor shall provide reports and schedules as requested by the authority. Examples of types of reports and schedules that may be requested include equipment and cleaning supplies stocked at the facility and schedules for carpet maintenance and floor care.
- Pandemic Cleaning Protocol:
 - In the event extra cleaning is needed due to a pandemic, additional cleaning protocols will need to be put in place. Contractor shall provide in detail how it will clean and disinfect the facility after someone has tested positive.

5.2 Organizational Capabilities:

- Provide a brief description of the proposer's history and organization.
- Describe the proposer's experience providing janitorial services for similar buildings as outlined in this RFP. Proposer shall be in the business of providing janitorial services for buildings of similar size to the Facility and shall have done so for the past 3 years. In these buildings the Proposer shall have provided full service janitorial work of the type specified in this RFP.
- Please provide a list of all properties in the Madison area that your firm provides janitorial services for.

5.3 Staff Qualifications:

- Provide the names and resumes for each staff person who will be assigned to work directly with the Authority; each resume must include the qualifications, background, and experience of the staff person.
- Provide the process your firm uses to recruit cleaning staff. (Example- Background checking, drug testing, etc.)
- Describe the roles and responsibilities for each person who will provide service to the Authority under this RFP.
- Provide a list of any subcontractors (individual or organizational) that the Proposer intends to use and the services the subcontractor will provide under this RFP and state whether any of the subcontracting firms are qualified DOA-certified MBEs and/or qualified DOA-certified DVBs. Proposers are not required to use subcontractors. However, no subcontractor may be used without the Authority's written approval.

5.4 Technical Requirements.

- Describe the Proposer's experience
- Describe the methods and techniques that the proposer would use to provide janitorial services under this RFP
- Provide a detailed project work plan for providing janitorial services under this RFP to include the sequence of tasks to be performed and the times scheduled for performing the work.

6.0 Cost

6.1 Proposal Pricing

The Proposer must complete the Cost Sheet (Attachment 3) following the instructions provided on the Cost Sheet. Failure to submit pricing as instructed in the Cost Sheet shall result in rejection of the Qualifications. Include any payments to be made to any qualified DOA-certified MBE or DOA-certified DVB subcontractors performing work under this RFP in the Cost Sheet. Do not alter the format of the Cost Sheet.

6.2 Price Adjustments and Concerns

The Contractor may lower a price at any time due to general market conditions or other considerations. The Contractor may not request a price increase during the term of the Contract. As the vacant space become leased adjustments will need to be made as cleaning will need to be performed.

- Proposer must submit a monthly rate for the entire contract period. All costs outlined in proposal shall remain firm for the contract price. If the contract is renewed the contractor must hold the services rate during the renewal period or receive cost increases approval from the Authority in writing prior to increasing costs.
- Proposer shall provide the extra work hour rate in the space provided on the Cost sheet. (Attachment 3). Work not to be done on a routine or a regular schedule and not required under section 5 of this RFP shall be considered extra work. The type of work may be requested by Facilities management. Extra work and project cleaning shall be performed at the extra hourly work rate and shall only be reimbursable when the work is approved prior to being performed. The number of hours and the schedule required to accomplish the requested tasks shall be determined by the Authority in consultation with the contractor. The cost of special equipment material and supplies shall be separately negotiated, if not provided by the Authority.
- The monthly cost proposal for the facility shall be total cost for furnishing all services and supplies and equipment in accordance with the terms and conditions of this RFP. No additional costs shall be allowed.
- Contractor shall invoice the Authority monthly for services rendered under the provisions of this Contract. Extra work or project cleaning shall be itemized, including the date of service, the service provided, the number or hours and number of employees on the invoice.
- The contractor shall be placed on probation when cleaning performance at the Facility is

deemed unacceptable for 1 week of this contract as determined by the Authority. The probationary period shall be for 30 to 60 days. The contractor's failure to maintain overall cleaning performance at the required standards during the probation may result in contract cancellation. The exact date of contract cancellation shall be determined by the Authority.

- Continued service performance in lieu of contract cancellation, in the event that the Authority cancels the contract for just cause, the contractor will be responsible for all costs associated with maintaining ongoing daily cleaning services as outlined in the contract, until such time as a new Contractor can be installed.

7.0 ADDITIONAL INFORMATION REQUIREMENTS

7.1 Please refer to Sections 5.1, 5.2 and 5.3 for listings of additional documentation that must be submitted with the Proposal.



Attachment 1
VENDOR INFORMATION

Janitorial Services

1. General Company Information

Proposing Company Name _____

CEO/President Name _____

Street Address _____

City _____ State _____ Zip + 4 _____

Company Website www. _____

2. Person to Contact for Questions Concerning this Proposal/Bid/Qualifications

Name _____ Title _____

Street Address _____

City _____ State _____ Zip + 4 _____

Telephone Number _____ Email Address _____

Fax Number _____

3. Person to Contact for Questions Concerning Orders and Billing

Name _____ Title _____

Street Address _____

City _____ State _____ Zip + 4 _____

Telephone Number _____ Email Address _____

Fax Number _____



Attachment 2
VENDOR REFERENCES

Janitorial Services

Proposer _____

Provide the company name, address, contact person, telephone number, email address and description for three (3) customers to which the Proposer has provided product(s) and/or service(s) with requirements similar to those included in this solicitation document. Failure to provide complete information for three (3) references may result in rejection of the Proposal/Bid/Qualifications.

Company Name _____

Address (include Zip + 4) _____

Contact Person and Title _____

Telephone Number _____ Email Address _____

Product(s) and/or Service(s) Provided _____

Company Name _____

Address (include Zip + 4) _____

Contact Person and Title _____

Telephone Number _____ Email Address _____

Product(s) and/or Service(s) Provided _____

Company Name _____

Address (include Zip + 4) _____

Contact Person and Title _____

Telephone Number _____ Email Address _____

Product(s) and/or Service(s) Provided _____



COST SHEET

Janitorial Services RFP

Proposer/Bidder _____

Cost score shall be based on the Proposer's monthly cost, which shall be inclusive of all labor, equipment, supplies and expenses pursuant to the RFP.

Monthly Janitorial Costs: _____

Extra Work Hourly Rate \$ _____ / Hour (between hours of 5:30 p.m. – 3:00 a.m. weekdays)

Extra Work Non-Regular Rate \$ _____ / Hour (hours other than 5:30 p.m. – 3:00 a.m. weekdays)

Failure to submit pricing as instructed in the Cost Sheet shall result in rejection of the Proposal. Do not alter the format of the Cost Sheet.



STANDARD TERMS AND CONDITIONS FOR CONTRACTUAL SERVICES

The following Terms and Conditions are incorporated into the Agreement made and entered into by the Contractor and the Wisconsin Housing and Economic Development Authority (“WHEDA”).

1. **Applicable Law and Compliance.** The Agreement shall be governed under the laws of the State of Wisconsin. The Contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of the Agreement and which in any manner affect the work or its conduct. WHEDA reserves the right to cancel this contract with any federally debarred contractor or a contractor that is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.
2. **Assignment, Subcontracting and Delegation.** The Agreement may not be assigned by the Contractor without the prior written approval of WHEDA. The services provided for in the Agreement may not be subcontracted or delegated in whole or in part to any other person or entity without the prior written approval of WHEDA. The Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of WHEDA and the permitted successors and assigns (if any) of the Contractor. This Agreement may be assigned by WHEDA to any successor-in-interest to WHEDA without notice to, or the consent of, Contractor.
3. **Code of Ethics and Travel Policy.** The Contractor shall adhere to WHEDA’s Code of Ethics for Paid Consultants and Travel Policy for Consultants, a copy of each of which is attached hereto. The Contractor shall make written disclosures to WHEDA as required by the Code of Ethics.
4. **Confidentiality.** The Contractor acknowledges that all information, data, records and documents disclosed by WHEDA to the Contractor, or which come to the Contractor’s attention during the course of its performance under the Agreement constitute valuable and proprietary assets of WHEDA (“**Confidential Information**”). The Contractor agrees to not disclose the Confidential Information, either directly or indirectly, to any person, entity or affiliate unless required to do so by legal process of law without prior written authorization of WHEDA. If required to disclose the Confidential Information by legal process, the Contractor shall provide WHEDA with prompt notice so WHEDA may seek an appropriate protective order. Except as required during the course of its performance under the terms of the Agreement, the Contractor shall not use any Confidential Information for its own purposes.
5. **Dual Employment.** The Contractor will not engage the services of any person or persons now employed by WHEDA to provide services relating to the Agreement without the written consent of WHEDA.
6. **Entire Agreement.** The Agreement contains the entire agreement of the parties. No amendment of the Agreement and no waiver of any provision hereof shall be effective unless in writing and duly executed by the parties affected thereby. If any portion of the Agreement is found to be unenforceable, the remaining portions of the Agreement will continue to be enforced to the fullest extent permitted by law.
7. **Force Majeure.** Neither party shall be in default by reason of any failure in performance of the 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.
8. **Indemnification.** The Contractor shall indemnify, defend and hold harmless WHEDA, including its officers, agents and employees, from and against any and all claims, liabilities, losses, damages, costs and expenses to the extent caused or arising out of the negligent acts, reckless conduct, or errors or omissions of the Contractor, its officers, employees, agents or representatives in the performance of this Agreement.

9. **Independent Contractor.** The parties intend and agree that the Contractor is an independent contractor and not an employee or agent of WHEDA. Subject to the terms and conditions of the Agreement, the Contractor alone will control the manner and means by which the services delivered hereunder are provided. 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 WHEDA.

10. **Insurance Responsibility.** The Contractor shall maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work under the Agreement.

The Contractor shall maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out the Agreement. Minimum coverage shall be one million dollars (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations.

The Contractor shall maintain motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the Agreement. Minimum coverage shall be one million dollars (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.

11. **Nondiscrimination.**

- a. The Contractor agrees not to discriminate against employee or applicant for employment on the basis of race, color, religion, national origin, sex, sexual preference, marital status, familial status, physical condition, developmental disability, age or any other basis prohibited by applicable law.
- b. Pursuant to 2019 Wisconsin Executive Order 1, the Contractor agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.
- c. Pursuant to Section 16.75(10p), of the Wisconsin Statutes., the Contractor agrees it is not, and will not for the duration of the contract, engage in a prohibited boycott of the State of Israel as defined in s. 20.931(1)(b). State agencies and authorities may not execute a contract and reserve the right to terminate an existing contract with a company that is not compliant with this provision. This subsection 11(c) applies to contracts valued \$100,000 or over.

12. **Payment and Invoicing.** WHEDA 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.

13. **Pricing.** Prices established in the Agreement may be lowered unilaterally by the Contractor, but prices shall not be increased without the written approval of WHEDA.

14. **Promotional Advertising and News Releases.** Reference to or use of WHEDA, its officers or employees for commercial promotion is prohibited. News releases pertaining to the Agreement shall not be made without prior approval of WHEDA.

15. **Public Records.** With certain exceptions, all records of WHEDA, including records relating to the Agreement, shall be open to the public. Contractors' records produced or collected under, or in relation to, the Agreement shall also be open to the public to the same extent as if such records were maintained by the Authority pursuant to Wis. Stat. § 19.36(3).

16. **Record Keeping and Record Retention.** The Contractor shall establish and maintain records of all expenditures incurred under the Agreement. All records must be kept in accordance with applicable law and generally accepted accounting procedures. WHEDA shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to the Agreement. The Contractor will retain all documents applicable to the Agreement for a period of not less than three (3) years after final payment is made.
17. **Rights and Remedies.** No delay or omission by WHEDA in exercising any right or remedy under the Agreement shall be deemed to operate as a waiver of such right or remedy or any other right or remedy available hereunder or at law. No waiver by WHEDA of any default shall constitute a waiver of any other default or of the same default on a future occasion.
18. **Taxes.** WHEDA is exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases. WHEDA may be subject to other states' taxes on its purchases in that state depending on the laws of that state.
19. **Termination.** WHEDA may terminate the Agreement upon written notification to the Contractor. Upon termination of the Agreement, the Contractor will return to WHEDA all documents, financial statements or any other materials which it has received from WHEDA in the course of providing the services; the Contractor will deliver to WHEDA all finished or unfinished documents, data, studies and reports, and all other property, prepared or purchased by the Contractor in the course of performing the services; and the Contractor will promptly submit a final invoice for work performed up to the effective date of termination. The Contractor may terminate this Agreement if, and only if, it has not received payments for services rendered and not subject to dispute by WHEDA, for a period of sixty (60) days. However, the Contractor must give WHEDA thirty (30) day written notice of its intent to terminate and the right to cure amounts claimed as in arrears in the written notice.
20. **Written Notice.** Any notice required or permitted to be given under the Agreement will be deemed to have been given if made in writing and sent by recognized overnight courier service, delivered by hand or sent certified mail, postage prepaid, to WHEDA, attention General Counsel, 201 West Washington Avenue, Suite 700, Madison, WI 53703 or P.O. Box 1728, Madison, WI 53701-1728, and to the Contractor at the address supplied in the proposal made by it hereunder. Notice shall be deemed given one day after deposit with a recognized overnight courier service, upon receipt if delivered by hand and three days after being mailed.
21. **Gramm-Leach-Bliley Act.** If as part of the Agreement, the Contractor receives from WHEDA or otherwise obtains any "nonpublic personal information" as defined by the Gramm-Leach-Bliley Act ("**Personal Information**"), the following provisions shall apply:
 - a. The Contractor shall safeguard and retain in confidence all Personal Information, and shall not publish, disclose or otherwise disseminate such Personal Information, or allow any third party to gain access to such Personal Information, without the prior written consent of WHEDA or except as necessary in the performance of services under the Agreement. The Contractor shall only disclose Personal Information to its employees or agents who have a legitimate need to know such Personal Information for purposes of performing the service of the Contractor for WHEDA under the Agreement.
 - b. The Contractor shall properly safeguard and dispose of all Personal Information. The Contractor agrees to institute appropriate internal procedures and controls, and to also conduct periodic employee training and other management oversight activities in order to assure that employees understand the requirements contained herein and are cognizant of the need to strictly comply with all of these measures.
 - c. In the event the Contractor has a breach in its systems, processes and/or procedures which results in unauthorized access to Personal Information, the Contractor will immediately notify WHEDA. The Contractor, in conjunction with WHEDA, will take the appropriate actions, including but not limited to notifying potentially affected customers, in accordance with all applicable rules and regulations.

**CODE OF ETHICS FOR PAID CONSULTANTS OF THE WISCONSIN
HOUSING AND ECONOMIC DEVELOPMENT AUTHORITY**

March 1, 2006

I. Declaration of policy. In keeping with the tenets of a free and open government, a code of ethics to guide Consultants will help them avoid material conflicts of interest while ensuring that the Authority gives all persons equal opportunity to act as a Consultant. A code of ethics will also guide the Authority in selecting and working with Consultants, recognizing private pecuniary interests, and not depriving Consultants of their rights to enter into other contracts or employment which do not conflict with the Consultant's Position with the Authority.

II. Definitions. In this code:

A. Anything of Value: any money or property, favor, service, payment, advance, forbearance, loan or promise of future employment, but does not include compensation and expenses paid by the Authority, or hospitality extended for a purpose unrelated to Authority business.

B. Authority: the Wisconsin Housing and Economic Development Authority or any successor.

C. Consultant: (a) any person or Organization which is engaged to provide professional or technical advice, assistance or opinions for compensation; or (b) any person who is not an employee of the Authority but who is engaged to provide professional or technical advice, assistance or opinions for compensation, whether such compensation is given directly to the person or to any Organization which employs the person.

D. Department: means the Legislature, the University of Wisconsin System any authority or public corporation created and regulated by an act of the Legislature and any office, department, independent agency or legislative service agency created under Chapter 13, 14, or 15 of the Wisconsin Statutes, and vocational, technical and adult education district or any constitutional office including a judicial office.

E. Immediate Family: any person's parents, siblings, spouse, children and grandchildren.

F. Organization: any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust or other legal entity other than an individual.

G. Position: the position of a Consultant in relation to the Authority which results from the Consultant's contract with the Authority.

III. Standards of Conduct.

A. Except as provided for by contract with the Authority, no Consultant may use or attempt to use his/her position to obtain gain or Anything of Value for anyone. No Consultant may use or attempt to use his/her position to influence or gain, for anyone, unlawful benefits, advantages or privileges. This section is not intended to preclude,

upon prior written approval, the listing of the Authority as a reference, or the inclusion of the Authority in a list of the Consultant's representative clients.

B. No Consultant may solicit or accept, directly or indirectly, Anything of Value if it could reasonably be expected to influence an official's action or inaction or could reasonably be considered a reward for any action or inaction.

C. No Consultant may intentionally use or disclose confidential information which could result in the receipt of Anything of Value for the Consultant, a member of his/her Immediate Family, or an Organization with which he/she is associated.

D. No Consultant may represent a person or Organization for compensation before the Authority, except as permitted by the Authority after receiving full disclosure of the nature of the Consultant's relationship with the person or Organization.

E. No Consultant may represent, in connection with any proceeding, application, contract, claim, or charge which was under the Consultant's responsibility or he/she was personally and substantially involved with in the twelve months prior to ceasing to be a Consultant, for compensation, any person or Organization before the Authority within twelve months after leaving the Department.

F. All Consultants' contracts shall provide that if the Consultant or former Consultant has failed to adhere to the provisions of this code of ethics, and if the Authority determines such failure to adhere to the code of ethics involves a material conflict of interest, the contract may be declared to be void by the Authority and any amounts paid under the contact may be recovered by the Authority.

IV Disclosure

A. Consultants shall include within each proposal a written statement that discloses and provides relevant information on each of the following matters which are known to the Consultant or could reasonably be expected to be known to the Consultant:

1. A member or an employee of the Authority, or his/her Immediate Family, or a Consultant owns or controls directly or indirectly any equity in, or is associated with, the Consultant;

2. The Consultant currently employs, or has offered to employ, any person who is or has been a member or management level employee of the Authority within the twelve-month period preceding the date of the proposal;

3. The Consultant, or any of its employees, provides services for compensation to, or anticipates providing services for compensation during the term of the contract to, a member or employee of the Authority, any Organization with which a member or employee of the Authority is associated, a person or Organization indebted to the Authority, or a person who or Organization which has, within the twelve month period preceding the proposal, received a loan or grant from the Authority; and

4. The names of those professionals within a Consultant's Organization who have responsibility for and direct contact with the Authority regarding

its bonds or notes, who in addition to, own notes or bonds which have been issued by the Authority.

B. If none of the above matters exist, the Consultant shall state so in writing.

C. The Authority shall review the statement and provide in writing, only if the information disclosed under sub. A interferes with fair competition among Consultants, or proves that awarding the contract to the Consultant is not in the best interests of the Authority.

D. Unless otherwise exempted pursuant to sub. E, all contracts shall incorporate this Code of Ethics and shall provide that if a Consultant has failed to disclose any matters described above, and if the Authority determines such failure to disclose involves a material conflict of interest, the Consultant's contract may be declared to be void by the Authority and any amounts paid under the contract may be recovered by the Authority. All contracts shall also require a Consultant to advise the Authority of any changes in the information provided in sub. A which occur during the contract period.

E. No disclosure under sub. A or section III, D, is required if (a) state or federal law prohibits the disclosure, or (b) it is improper under administrative rules or recognized professional code of the Department which is responsible for regulating or licensing the occupational group of which the Consultant is a member.

V. Action Upon Conflict

A. Any Consultant who, in the discharge of Consultant duties, is involved in any matter that could result in a material conflict of interest on the Consultant's part shall:

1. Prepare a written statement describing such matter and the nature of the possible conflict of interest;

2. Deliver a copy of the statement to the Authority's Executive Director; and

3. Take no further action with regard to such matter except in accordance with advice from the Authority's Executive Director.

B. A Consultant who disagrees with the advice of the Executive Director given under sub. A. 1. may bring the matter for review before the members of the Authority.

WISCONSIN HOUSING AND ECONOMIC DEVELOPMENT AUTHORITY

TRAVEL POLICY FOR CONSULTANTS

(Based on current Wisconsin Uniform Travel Schedule Amounts)

The Wisconsin Housing and Economic Development Authority (the "Authority") is required by law, §234.02(3m)(b), Wisconsin Statutes, to adhere to the State of Wisconsin Uniform Travel Schedule. All consultants to the Authority must keep their expenditures, while on travel status, within those guidelines. This document provides basic details concerning travel policies and sets out administrative procedures to implement them.

The Authority will not approve payment for any travel expense which exceeds the maximum Uniform Travel Schedule Amount, except in unusual circumstances when accompanied by a receipt and a full explanation of the reasonableness of such expense. An "unusual circumstance" is defined as being outside the control of the consultant. An expense which exceeds a travel maximum is reasonable only when unavoidable additional expenses would be incurred by trying to adhere to the specified travel maximum.

Lodging

The maximum lodging rate for in-state travel is \$82 per night as of July 1, 2015, excluding sales and/or room taxes. The maximum lodging rate is \$90 per night for Milwaukee, Racine, and Waukesha counties.

The choice of lodging will be based on cost, with consideration given to accessibility in conducting business. Written justification is required whenever the maximum room allowance is exceeded.

All lodging expenses must be supported by a copy of the original receipt. Reimbursement will be made only at the single-room rate which must be shown on the receipt.

Meals

The maximum meal reimbursement rates, including tax and tip are (maximum reimbursable tip is 15%):

| | In-State | Out-of-State |
|-----------|----------|--------------|
| Breakfast | \$8.00 | \$10.00 |
| Lunch | \$10.00 | \$15.00 |
| Dinner | \$20.00 | \$25.00 |

Reimbursement for meals will be made when it is necessary to be away from Madison or the consultant's permanent domicile on Authority business as follows:

| <u>Departure Time</u> | <u>Return Time</u> | <u>Reimbursable Meals</u> |
|-----------------------|--------------------|---------------------------|
| Before 6:00 a.m. | Before 2:30 p.m. | Breakfast |
| Before 6:00 a.m. | After 7:00 p.m. | Breakfast, Lunch, Dinner |
| Before 10:30 a.m. | After 2:30 p.m. | Lunch |
| After 2:30 p.m. | After 7:00 p.m. | Dinner |
| After 7:00 p.m. | N/A | None |

Original, itemized receipts are required for all meals. Receipts and written justification are required for an unusual cost that exceeds the maximum allowance.

No reimbursement will be made for the cost of alcoholic beverages.

Air Travel

Reimbursement for commercial air travel will generally be limited to the lowest coach fare available at the time reservations for air travel are made.

Taxis and Airport Limousine

Reasonable charges for taxis and airport limousines, including tips of up to 15% are reimbursable when other modes of travel are not available or practical. Receipts are required for any one way fare that exceeds \$25.

Bus

Bus travel is recommended when traveling within Madison or between Madison and Milwaukee or Chicago. Receipts are required for reimbursement.

Telephone

Reimbursement will be made for business calls.

Personal calls are not reimbursable, except when the consultant's schedule is altered by a geographical location change. One call shall be reimbursed up to \$5.00 per call for each such required change. Such reimbursement shall also be allowed if a travel agenda must be extended by more than one hour.

Automobile Travel

Traffic citations, parking tickets and other traffic violation expenses when traveling on the Authority business are the consultant's responsibility.

Costs for parking and tolls when on travel status will be reimbursed.

1. Personal Vehicle

Reimbursement for the use of a personal automobile for business mileage will be 51 cents per mile.

2. Commercial Rental Vehicles

When commercial transportation is used to arrive at a destination and ground transportation is required at the destination, reimbursement for the cost of a rental car will be provided if:

- a. Written justification is provided indicating that such rental was the most time- and cost-efficient means of transportation available in the situation. The primary State vendor is Enterprise Rent-a-Car.
- b. An economy model was rented or the non-availability of this size automobile is documented.

Insurance

The consultant will be responsible for providing the Authority a Certificate of Insurance necessary to perform the contracted services.

All consultants must provide proof of insurance prior to operating their personal vehicle on Authority business.

CLEANING SCHEDULE & MINIMUM STANDARDS

Cleaning Schedule & Minimum Standards

| | LOBBY/ENTRYWAYS |
|-------------------|--|
| Daily | <ul style="list-style-type: none"> • Clean glass doors and all glass surfaces to 7' height. • Damp wipe metal surfaces. • Empty and damp wipe waste containers. • Wipe off all door panels to remove handprints and foot marks. • Dust all furniture and fixtures. • Dust mop resilient/hard floors. • Remove stains from carpet. • Vacuum walk off mats. • Pick up walk-off mats, clean floor, replace and vacuum walk-off mats (November-April). • Lock doors per provided "Lock List" as requested. • All light switches, door push plates, doorknobs and door handles should be cleaned and disinfected as the last task of the shift with a clean cloth. • Cleaning of lobby floor (process to be agreed upon by cleaning company & WHEDA) |
| Weekly | <ul style="list-style-type: none"> • Clean high glass above 7 feet. • Dust baseboards, flat surfaces and remove cobwebs. • Damp mop hard/resilient floors. • Dust all wall fixtures, pictures, and furniture. • Extract walk-off mats (November-April). • Concentrating cleaning on hard floors on Fridays. |
| Monthly Standards | <ul style="list-style-type: none"> • Clean all walk-off mat sections – scrub or extract. <ol style="list-style-type: none"> 1. Mats, carpets, and hard floors shall be free of spots, stains, gum, dirt, and debris without causing damage. They shall appear visibly and uniformly clean. Adjoining walls, doors and floor surfaces shall be free of dust, soil, and cleaner residue. 2. Glass and metal surfaces shall appear streak-free, film-free, and uniformly clean, to include the elimination of dust and soil from sills, ledges, and heat registers. Exterior door glass and side light are to be cleaned. 3. Corners and thresholds shall be free of dust, dirt, debris, and finish build-up. These areas shall appear visibly and uniformly clean, to include the elimination of cleaner residue and dried slurry. 4. Floors and cove bases shall be free of dust, dried soil, gum, spots, stains, and debris. Floors shall appear visibly and uniformly clean, to include the elimination of dust streaks, lint, standing water, cleaner residue, and film. 5. Walls and fixtures shall be free of dust and dirt without causing damage. Surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks, and cleaner residue. |
| | FLOORING |
| Daily | <ul style="list-style-type: none"> • Spot cleaning carpeting of one floor daily, to include removing stains on carpeted areas of the floor using a professional spot removal kit or other equipment as needed. • Traffic pattern work on carpeting of one floor daily, to include wet floor extraction of high traffic pattern areas and the use of carpet drying fans to dry the carpet overnight. A floor plan designating high traffic area will be provided. • Wall-to-wall vacuuming carpeting of one floor per night, to include edge vacuuming on the scheduled floor, and precedes the traffic pattern work to prepare the floor prior to cleaning. |
| Semi-Annually | <ul style="list-style-type: none"> • Annual full building wet carpet extraction. |

| CORRIDORS | |
|------------------|---|
| Daily | <ul style="list-style-type: none"> • Clean and polish drinking fountains. • Dust mop hard/resilient floors. • Wipe off all door panels to remove handprints and foot marks. • Damp wipe all flat surfaces. • Spot clean walls and doors. • Remove stains from carpet. • Vacuum carpet. • All light switches, door push plates, doorknobs and door handles should be cleaned and disinfected as the last task of the shift with a clean cloth. |
| Weekly | <ul style="list-style-type: none"> • Spot clean walls. • Dust baseboards. • Damp mop hard/resilient floors. • Dust all wall fixtures. • De-lime water fountains. |
| Monthly | <ul style="list-style-type: none"> • Dust all walls. • Damp wipe fire extinguisher surfaces. |
| Standards | <ol style="list-style-type: none"> 1. Floors and cove bases shall be free of dust, dirt, gum, spots, stains, and debris. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, embedded dirt and foreign objects. 2. Walls and fixtures shall be free of dust, dirt, spots, and stains without causing damage. These surfaces shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust, streaks, lint, standing water, residue, and film. 3. Water fountains shall be free of dust, dirt, scale, and water spots without causing damage. Bright work shall be disinfected and polished to a streak-free shine. Water fountains shall appear visibly and uniformly clean, to include the elimination of film and cleaner residue. |

| ELEVATORS | |
|------------------|---|
| Daily | <ul style="list-style-type: none"> • Damp wipe interior and exterior surfaces including buttons. • Clean and polish interior and exterior bright metal surfaces. • Ensure flooring is lint, dust, and stain free. • Dust mop and damp mop hard/resilient floors. • Clean tracks. |
| Standards | <ol style="list-style-type: none"> 1. Tracks shall be free of dirt and debris and appear visibly clean. This shall include the elimination of standing water from wet cleaning procedures. 2. Lights shall be free of dust, soil, and stains without causing damage. Diffusers shall remain in proper position and be free of streaks, film and be uniformly clean. 3. Walls and doors shall be free of dust, dirt, spots, and stains without causing damage. They shall appear streak-free, film-free, and uniformly clean. Bright metal surfaces shall be polished to a high shine. This shall include the elimination of polish residue and film. Handprints and fingerprints are to be removed daily. 4. Floors, carpet, and cove bases shall be free of dust, dirt, gum, spots, stains, and debris. Floors, carpet, and cove bases shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, embedded dirt, and foreign objects. |

| RESTROOMS | |
|------------------|--|
| Daily | <ul style="list-style-type: none"> • Empty and damp wipe/disinfect waste containers. • Replace can liners. • Refill and damp wipe/disinfect dispensers. • Damp wipe/disinfect sinks. • Clean/disinfect urinals, toilets, and seats. • Damp clean mirrors, fixtures, and furnishings. |

| | |
|---|---|
| Weekly | <ul style="list-style-type: none"> Spot clean walls, entry/exit doors and dust louvers. Spot clean push plates and polish dry. Sweep floor. Wet mop/disinfect floor using double mopping method. Damp wipe/disinfect all bright work and polish dry. All light switches, door push plates, doorknobs and door handles should be cleaned and disinfected as the last task of the shift with a clean cloth. |
| | <ul style="list-style-type: none"> Acid clean/de-scale inside of urinals and toilet bowls. Wash and disinfect waste containers. Damp wipe metal partitions, ceramic tile walls, entry/exit doors, louvers, handles, push, and kick plates and polish dry. |
| | <ul style="list-style-type: none"> Wash all walls, partitions, entry/exit doors and louvers. |
| | <ul style="list-style-type: none"> Scrub hard floors during the months of December/January, March/April, June/July, and September/October. |
| | <ul style="list-style-type: none"> Wash ceilings, as directed. |
| Monthly | <p><u>Special Note:</u> Maintaining a sanitary restroom environment that minimizes the possibility of cross-infection is a high priority of the Authority. Sanitation levels shall be closely monitored by inspection, and by approved testing methods. This includes, but is not limited to, testing the PH-factor of restroom surfaces, using quaternary-check paper to test the effectiveness of cleaning solutions, and black light testing.</p> |
| | <ol style="list-style-type: none"> 1. Dispensers shall be free of dust, dirt, and bacteria without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. This shall include the elimination of film, streaks, and cleaner residue. Dispensers shall be refilled daily with proper expendable supply item. 2. Hardware shall be free of dust, soil, bacteria, and scale without causing damage. Bright work shall appear visibly and uniformly clean, disinfected, and polished to a streak-free shine. This shall include the elimination of polish residue. 3. Sinks shall be free of dust, bacteria, dirt, cleaner residue, and film without causing damage. They shall appear visibly and uniformly clean and polished dry. This shall include the elimination of streaks, embedded dirt, and film and water spots. 4. Mirrors shall be free of dust and dirt. Mirrors and surrounding metal framework shall appear streak-free, film-free, and uniformly clean. 5. Toilets, urinals, and toilet seats shall be free of dust, bacteria, dirt, organic matter, cleaning residue and scale without causing damage. These fixtures shall appear visibly and uniformly clean, disinfected, and polished dry, to include the elimination of streaks and film and residue cleaner. 6. Waste containers' content shall be removed from waste containers and liners should be replaced as needed. Inside and outside of container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food stuff and the presence of offensive odors emitting from the container. 7. Floors, carpet, and baseboards shall be free of dust, dirt, gum, spots, stains, and debris. Hard/resilient floors shall have multiple coats of slip-resistant seal and finish applied that result in a consistent high-shine. This shall include the elimination of dust, streaks, lint, standing water, cleaner residue, embedded dirt, and foreign objects. 8. Glass shall be free of dust and soil without causing damage. This also applies to adjoining sills, blinds, and framework. They shall appear visibly and uniformly clean. This shall include the elimination of streaks, film, and cleaner residue. No alkaline-based chemicals permitted. |
| Quarterly | |
| Semi-Annually | |
| Standards | |
| OFFICES & CONFERENCE, TRAINING, COMPUTER, & MAIL ROOMS | |
| Daily | <ul style="list-style-type: none"> Empty waste containers. Replace can liners (non-recyclable containers). Wipe off all door panels to remove handprints and foot marks. Dust all furniture. |

| | |
|------------------|--|
| Weekly | <ul style="list-style-type: none"> • Dust equipment (exclude computer room). • Dust accessible windowsills. • Dust and damp wipe desk upon request or when desk are cleared. • Damp wipe telephones. • Wash chalkboards and whiteboards when no information remains. • Arrange furniture in proper locations. • Spot clean doors. • Spot clean interior office sidelights. • Spot clean walls. • Dust mop hard/resilient floors. • Damp mop hard/resilient floors. • Vacuum carpet. • Remove stains in carpet as they occur. • Set up conference rooms as detailed in logbook • Detailed cleaning of executive suite on 5th floor. • All light switches, door push plates, doorknobs and door handles should be cleaned and disinfected as the last task of the shift with a clean cloth. |
| | <ul style="list-style-type: none"> • Damp wipe waste containers. • Damp wipe furniture and pedestals of fabric partitions. • Damp wipe interior doors. • Clean glass panels. • Damp wipe metal and vinyl surfaces on partitions. • Dust air distribution units and door grilles. • Edge-vacuum carpet. • Damp wipe accessible windowsills. • Damp wipe surface of conference room and computer training room tables. |
| | <ul style="list-style-type: none"> • Dust all walls. • Dust all window blinds. • Clean walls extensively. • Damp wipe air distribution units and return grilles. • Damp wipe accessible windowsills. • Vacuum interior office blinds. • Damp wipe frames and trim of doors. • Vacuum upholstered furniture. • Wash furniture, as requested. |
| Monthly | |
| Standards | |

| Executive Suite on 5th Floor | |
|--|---|
| Daily | <ul style="list-style-type: none"> • Wall-to-wall vacuuming. • Clean all flat surfaces and blinds. • Dust all flat surfaces and blinds. • Spot removal. • Clean all glass thoroughly. • Wipe off all door panels to remove handprints and foot marks. • Clean all hard surface flooring. • All light switches, door push plates, doorknobs and door handles should be cleaned and disinfected as the last task of the shift with a clean cloth. |
| Weekly | <ul style="list-style-type: none"> • Traffic pattern work. • Damp wipe waste containers. • Damp wipe furniture and pedestals of fabric partitions. • Damp wipe interior doors. • Clean glass panels. • Damp wipe metal and vinyl surfaces on partitions. |

| | |
|------------------|---|
| Standards | <ul style="list-style-type: none"> • Dust air distribution units and door grilles. • Edge-vacuum carpet. • Damp wipe accessible windowsills. |
| | |

| | CAFETERIA/SNACK AREA |
|------------------|--|
| Daily | <ul style="list-style-type: none"> • Empty waste containers. • Damp wipe waste containers. • Wash waste containers as needed. • Replace can liners. • Clean/disinfect counters. • Damp wipe tables and chairs. • Damp wipe vending machines. • Dust mop hard/resilient floors. • Damp mop hard/resilient floors. • Damp wipe ledges and sills. • Vacuum carpet. • Remove spots and stains on carpet. • All light switches, door push plates, doorknobs and door handles should be cleaned and disinfected as the last task of the shift with a clean cloth. |
| Weekly | <ul style="list-style-type: none"> • Move tables and edge clean floor. • Wash all tables and chairs, completely. • Wash vending machines. • Wash counters and planters. • Wash and disinfect waste containers. • Extract traffic lanes. |
| Monthly | <ul style="list-style-type: none"> • Wash all walls. |
| Quarterly | <ul style="list-style-type: none"> • Scrub hard resilient floors during the months of January, April, July, and October. |
| Standards | |

| | STAIRWAYS |
|------------------|--|
| Daily | <ul style="list-style-type: none"> • Sweep stairs and landings in Stair 1 and Stair 2. • Spot clean doors. • Damp wipe railings. • Spot clean walls. • All light switches, door push plates, doorknobs and door handles should be cleaned and disinfected as the last task of the shift with a clean cloth. |
| Weekly | <ul style="list-style-type: none"> • Damp mop steps and landings. • Dust light fixtures. • Damp wipe doors. |
| Monthly | <ul style="list-style-type: none"> • Damp mop steps and landings in Stair 1 and Stair 2. • Dust all walls. • Spot clean walls extensively. • Wash doors. |
| Standards | <ol style="list-style-type: none"> 1. Rails and walls shall be free of dust, dirt, and debris without causing damage. Bright work shall be disinfected and polished to a streak-free shine. 2. Steps and landing shall be free of dust, dirt, gum, stains, and debris. This shall include risers and cove bases. These surfaces shall appear uniformly smooth and clean without leaving dust, streaks, lint, standing water, cleaner residue, or film. |

| JANITORIAL STOREROOM/UTILITY SINK CLOSETS/VACANT SPACE | |
|---|---|
| Daily | <ul style="list-style-type: none"> • Sweep and damp mop hard floors. • Clean utility sinks. • Stock and organize supplies on shelves, cart and/or cabinets. • Spot clean doors. • Spot clean walls. • Wash walls as needed. • Clean equipment after use and return to designated location. • Remove spots and stains on carpet. |
| Monthly Standards | <ul style="list-style-type: none"> • Sweep dead storage areas and vacant areas, as directed. <ol style="list-style-type: none"> 1. Shelves shall be free of dust and dirt. They shall appear visibly and uniformly clean. Supplies and equipment shall be stocked and organized and stored neatly on shelves. 2. Janitor carts shall be free of dust and dirt. They shall appear visibly and uniformly clean. Supplies and equipment stored on janitor carts shall also be free of dust and dirt and organized neatly. 3. Walls shall be free of dust and dirt without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of film, streaks, and cleaner residue. 4. Utility sinks shall be free of dust, dirt, gum, spots, stains, and debris. They shall appear visibly and uniformly clean. This shall include the elimination of streaks, embedded dirt, film, and water spots. Bright work shall be cleaned, de-scaled and polished. 5. Floors shall be free of dust, dirt, gum, spots, stains, and debris. Hard/resilient floors shall have multiple coats of slip resistant seal and finish applied which results in a consistent high shine. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, and film. |

| BUILDING EXTERIOR/INCLUDING 5TH FLOOR PATIO | |
|---|--|
| Daily | <ul style="list-style-type: none"> • Empty trash receptacles at entrance and back patio of building. • Clean patio tables and benches. • During summer months, bring in umbrellas nightly |
| Weekly | <ol style="list-style-type: none"> 1. Sweep hard floors. |

| UNOCCUPIED LEASED SPACE | |
|--------------------------------|---|
| Weekly | <ul style="list-style-type: none"> • Acid clean/de-scale inside of urinals and toilet bowls. • Wash and disinfect waste containers. • Damp wipe metal partitions, ceramic tile walls, entry/exit doors, louvers, handles, push, and kick plates and polish dry. • Spot clean floor area in elevator lobby • Dust elevator lobby area |
| Monthly Standards | <ul style="list-style-type: none"> • Sweep dead storage areas and vacant areas, as directed. <ol style="list-style-type: none"> 1. Shelves shall be free of dust and dirt. They shall appear visibly and uniformly clean. Supplies and equipment shall be stocked and organized and stored neatly on shelves. 2. Janitor carts shall be free of dust and dirt. They shall appear visibly and uniformly clean. Supplies and equipment stored on janitor carts shall also be free of dust and dirt and organized neatly. 3. Walls shall be free of dust and dirt without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of film, streaks, and cleaner residue. 4. Utility sinks shall be free of dust, dirt, gum, spots, stains, and debris. They shall appear visibly and uniformly clean. This shall include the elimination of streaks, embedded dirt, film, and water spots. Bright work shall be cleaned, de-scaled and polished. 5. Floors shall be free of dust, dirt, gum, spots, stains, and debris. Hard/resilient floors shall have multiple coats of slip resistant seal and finish applied which results in a consistent high shine. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, and film. |

| | EVENT OF A PANDEMIC |
|-------|---|
| Daily | <ul style="list-style-type: none">Follow CDC cleaning protocol and other guidance agreed upon by WHEDA and Vendor |

Equipment Maintenance Procedures and Daily Checklist**Date:** _____

All equipment is to be inspected at the beginning of the shift, prior to use, and at the end of the shift.

Beginning inspection to include the following:

- Visually inspect equipment for signs of damage, i.e., broken handles, etc.
- Check all cords and plug ends for damage or tears; report damage. Do not use equipment if damage prevents safe operation of equipment.
- Turn unit on and check for operation. On carpet equipment, check brush height and operation and adjust or replace, as necessary.
- Check vacuum cleaner bags; replace if half full.
- Remove metal objects from magnetic strips in the mechanical room, not on carpeted floors
- Report damage or concerns to night supervisor.

During use:

- If indicator lights come on, check item indicated and report this prior to the end of shift. Do not continue to use equipment if indicator light remains lit. Report to the night supervisor if light remains lit.
- If unit is damaged during use, report immediately.
- If unit does not operate safely or as needed, report immediately.
- Report damage or concerns to night supervisor.

At end of the shift:

- Check and replace vacuum cleaner bags if half full.
- Check cord and plug ends for damage or tears
- On vacuum cleaners, remove metal from the magnetic strip; do this in the mechanical room not on carpeting.
- All equipment, which uses water is to have the solution tank and recovery tanks emptied after use and the lids left off to allow the solution tank to dry.
- Report any damage or concerns to the night supervisor.

Equipment problems or damage is to be reported to the night supervisor prior to leaving the building.

All equipment problems are to be reported to the proper maintenance staff at WHEDA by the beginning of the next business day to allow that day to attempt to repair or replace defective unit. Turn around on equipment repair is to be 48 hours unless otherwise agreed. Spare vacuum cleaning machines are built in to reduce this turnaround time.

WHEDA

DRAIN MAINTENANCE PROGRAM

UPDATED 3-25-21

Drains are maintained by pouring clean clear water in some drains, pouring enzyme chemicals in some drains, and pouring acid chemicals in some drains. When pouring water, use minimum of ½ (one half) gallon per each specific drain listed, use only clean clear water, do not use mop water. Pour into the drain specified. When pouring either the enzyme or the acid chemicals, pour 2 ounces only of each as required, pour directly into the specified drain. Do not deliberately rinse these chemicals in the drain, attempt to pour chemicals into drains at the end of a shift on Fridays. This enables the chemicals the most amount of time to work in the traps and drains before they are rinsed away.

Pour water and chemicals into the listed drains once each week on Fridays near the end of the shift if possible.

| Floor: | Room: | Drain(s): | |
|----------------------------------|------------------|------------------|--------|
| <u>water/acid/enzyme:</u> | | | |
| 1 st floor | Kitchenette | sink drain | enzyme |
| | Men's rest room | left sink only | enzyme |
| | Women's restroom | right sink only | enzyme |
| | Men's restroom | both urinals | acid |
| | Men's restroom | floor drain | water |
| | Women's restroom | floor drain | water |
| | Showers | floor drain | water |
| | Cleaning closet | slop sink | water |
| 2 nd floor | Men's restroom | left sink only | enzyme |
| | Women's restroom | right sink only | enzyme |
| | Men's restroom | both urinals | acid |
| | Men's restroom | floor drain | water |
| | Women's restroom | floor drain | water |
| | Cleaning Closet | slop sink | water |
| 3 rd floor | Kitchenette | sink drain | enzyme |
| | Men's restroom | left sink only | enzyme |
| | Women's restroom | right sink only | enzyme |
| | Men's restroom | both urinals | acid |
| | Men's restroom | floor drain | water |
| | Women's restroom | floor drain | water |
| | Cleaning closet | slop sink | water |

| Floor: | Room: | Drain(s) | <u>water/acid/enzyme</u> |
|-----------------------|------------------|-----------------|---------------------------------|
| 4 th floor | Kitchenette | sink drain | enzyme |
| | Men's restroom | left sink only | enzyme |
| | Women's restroom | right sink only | enzyme |
| | Men's restroom | both urinals | acid |
| | Men's restroom | floor drain | water |
| | Women's restroom | floor drain | water |
| | Cleaning closet | slop sink | water |
| 5 th floor | Break room | sink drain | enzyme |
| | Board room | sink drain | enzyme |
| | Men's restroom | left sink only | enzyme |
| | Women's restroom | right sink only | enzyme |
| | Men's restroom | both urinals | acid |
| | Men's restroom | floor drain | water |
| | Women's restroom | floor drain | water |
| | Cleaning closet | slop sink | water |

Vendor Required Supply List

The following items; (paper products/liners/hand soap), are required for the cleaning contract. No substitutes without prior approval from WHEDA.

Products supplied by Vendor should be of quality similar to the list provided below.

Paper Products:

- | | |
|--------------------------|---|
| • Toilet tissue | Scott Tissue White 2-ply 605 sheets/roll Item# |
| KCC04460 | |
| • Multi-fold hand towels | Spring Grove White 250/pack Item #SPG442780 |
| • Hard roll towels | Spring Grove White 8x300 Item # SPG442767 |
| • Perforated roll towels | Spring Grove Kitchen Roll Towel Item #SPG442777 |

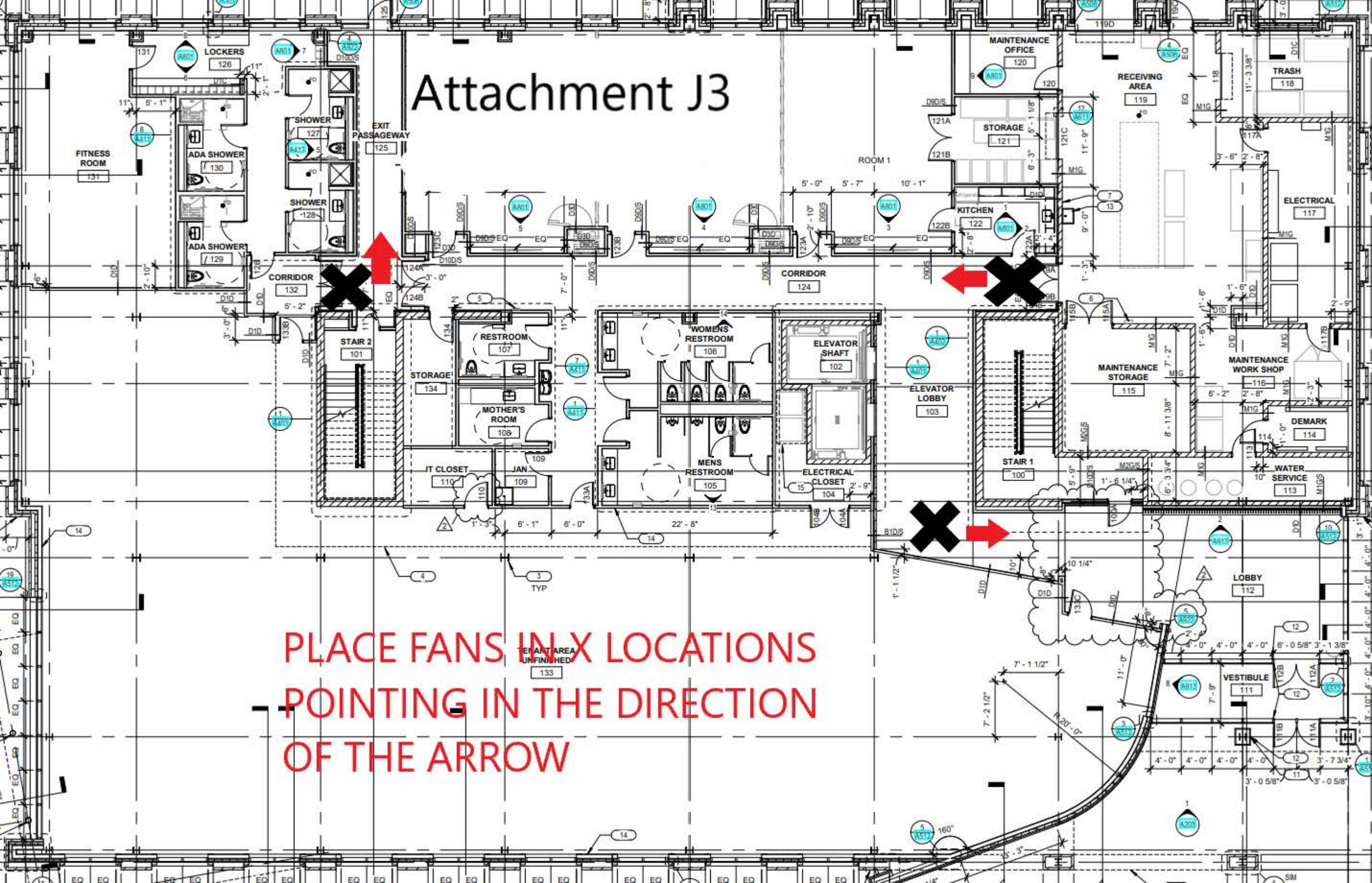
Liners:

- | | |
|---|----------------|
| • 46x50 black 1.1 MIL. /6-bushel heavy weight | Item # BTG50H |
| • 30x36 black med. weight/ .45 MIL. | Item # BUSB36M |
| • 30x36 clear 30 Gal. /med weight/.45 MIL. | Item # BUSC36M |
| • 24x32 black 15 Gal. /8 MIC. Heavy Weight | Item # BUSB32H |
| • 48x50 Clear 1.1MIL. | Item # PXC50X |

Hand Soap:

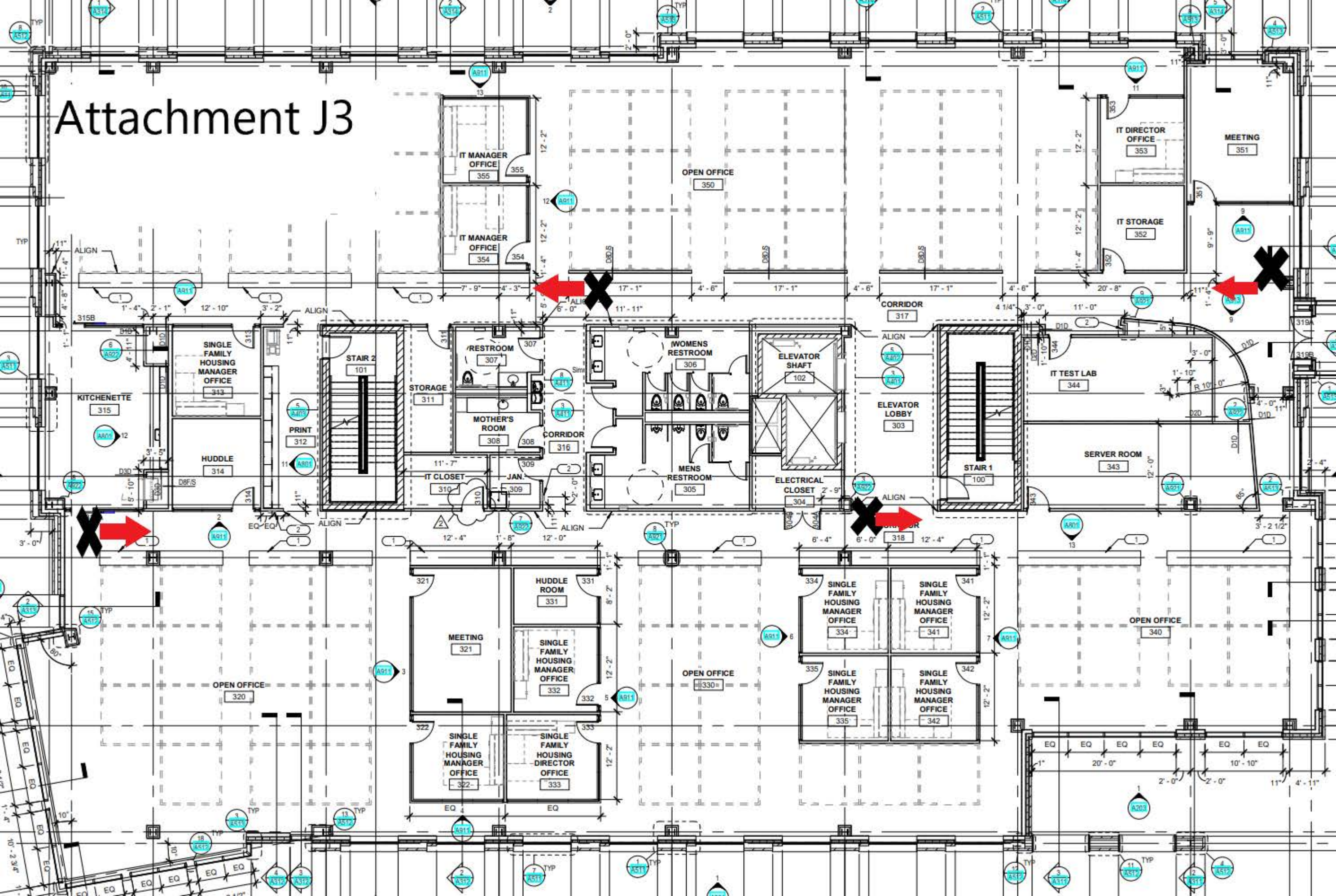
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|---------------------------|--------------|
| • Before Liquid Hand Soap | Item # 62493 |
|---------------------------|--------------|

Attachment J3

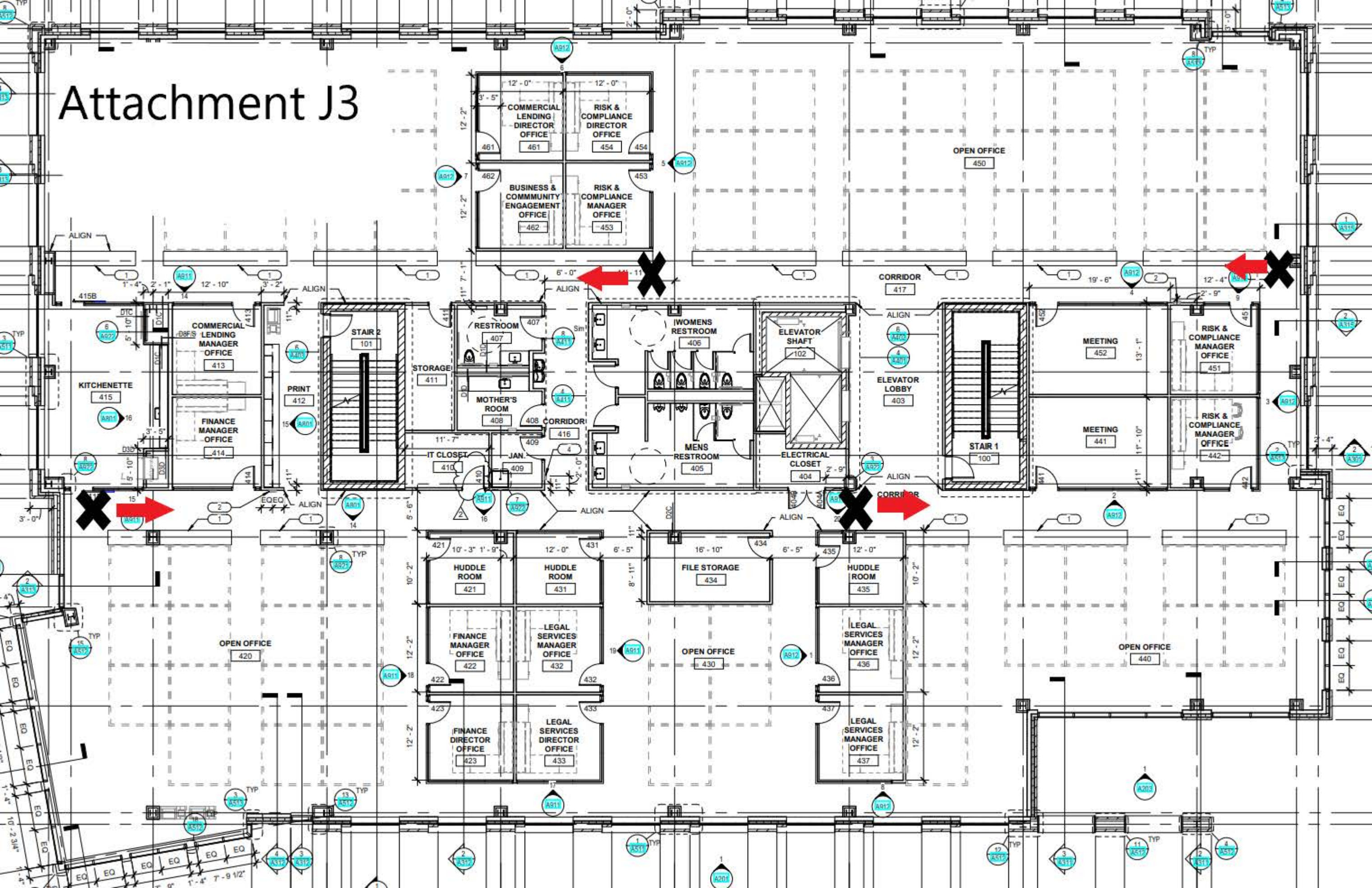


PLACE FANS IN X LOCATIONS
POINTING IN THE DIRECTION
OF THE ARROW

Attachment J3



Attachment J3



Attachment J3

