

**STATE OF IDAHO
DEPARTMENT OF LANDS**



JANITORIAL SERVICES – SOUTHWEST SUPERVISORY AREA

REQUEST FOR QUOTE NO. 20-0601

DUE BEFORE 3:00:00 PM MT (MOUNTAIN TIME) ON JUNE 2nd, 2020

**REQUEST FOR QUOTE
AND
INSTRUCTIONS**

Quotes will be received by the Idaho Department of Lands for the following:

JANITORIAL SERVICES – SOUTHWEST SUPERVISORY AREA

DELIVERY LOCATION: Idaho Department of Lands
Southwest Supervisory Office
8355 West State Street
Boise, ID 83714

INSTRUCTIONS

All price quotes must be entered on the attached Schedule A. The signed Schedule A shall be Electronically Submitted to the Email listed below. Idaho Department of Lands shall award the Contract to the qualified Supplier submitting the lowest responsible and responsive quote. The **Lowest Total Monthly Price** will be the basis for award.

SITE VISIT

A pre-quote site visit will be held at 10:30 AM MT on Wednesday, May 27th, 2020 at **8355 West State Street, Boise, ID 83714**. While attendance is not mandatory, interested vendors are encouraged to attend and participate.

- All vendors attending the site visit should please wear a mask when walking through the site. Additionally, please practice social distancing of at least six feet.

QUOTES DEADLINE AND ELECTRONIC DELIVERY REQUIREMENTS

Quotes must be received **before 3:00:00 PM M.T. on June 2, 2020**. IDL is not responsible for delayed delivery of electronically submitted quotes. The date and time of electronically received quotes, to the IDL email address listed below, will be used to determine if electronically submitted quotes were received by the due date and time specified. If you are not able electronically transmit your quote by email you must call 208-666-8613 and your quote will be recorded over the phone. **Late Quotes will not be accepted. Fax Quotes will not be accepted.**

Quote Email Address:

mrsande@idl.idaho.gov

QUESTIONS

Questions pertaining to this RFQ must be submitted in writing by email to mrsande@idl.idaho.gov The deadline for receiving questions is 3:00:00 PM MT, on 5/28/2020. Responses to all questions received will be posted as an addendum on the IDL website at www.idl.idaho.gov . Verbal questions will not be accepted.

SCHEDULE A

STATE OF IDAHO
DEPARTMENT OF LANDS
REQUEST FOR QUOTE
THIS IS NOT AN ORDER

Requisition Number 20-0601

Date _____

INSTRUCTIONS:

Responders will use this form in submitting prices.

Insurance, as outlined in Clause #8 of the attached "Sample Contract", must be maintained in Full Force and Effect for the duration of the contract.

Service Location: Southwest Supervisory Office
 8355 West State Street
 Boise, ID 83714

ARTICLES	MONTHLY PRICE
Janitorial Services for the Southwest Supervisory Area office in Boise, Idaho per the attached Scope of Work <ul style="list-style-type: none"> Monthly cost is to be all inclusive for all services performed weekly, twice a week, bi-weekly, monthly, quarterly and/or yearly. Duration of the contract shall be for a period of <i>one year from its effective date with the option to renew for four one-year periods</i>, upon mutual agreement by both parties, under the same terms and conditions. 	\$ _____

Before submitting a quote to the State, respondents are urged to visit the site where the services are to be performed and fully inform themselves of all the conditions and limitations. Failure to do so will in no way relieve the successful Contractor of the responsibility in furnishing sufficient materials, equipment and/or personnel to perform all duties described in the Scope of Work without additional cost to the State.

Action	Due Date
<i>Area Visit Scheduled:</i>	<i>May 27, 2020 @ 10:30 AM MT</i>
<i>Request for Quote Responses Due Before:</i>	<i>June 2, 2020, 3:00 PM MT</i>
<i>Contract Start Date:</i>	<i>June 15, 2020</i>

EMAIL QUOTE TO:

mrsande@idl.idaho.gov

We have stated hereon the prices at which we will furnish and at destination named above, the articles or services as specified. Delivery will be made as specified above.

Firm _____
 Street _____
 City _____ State _____ Zip Code _____
 Phone _____ Fax _____
 E-Mail _____
 Taxpayer ID# _____
 Signed by _____
 Printed Name _____
 Title _____

STATE OF IDAHO
DEPARTMENT OF LANDS



JANITORIAL SERVICES – SOUTHWEST SUPERVISORY AREA

AGREEMENT NO. 20-0601

CONTRACTOR

STATE OF IDAHO
DEPARTMENT OF LANDS
AGREEMENT No. 20-0601

THIS AGREEMENT is by and between the STATE OF IDAHO, acting through the DEPARTMENT OF LANDS on behalf of the Idaho State Board of Land Commissioners, hereafter referred to as the "STATE," and TBD, hereafter referred to as the "CONTRACTOR."

1. DEFINITIONS

- a. Agreement: This duly executed written agreement between the State and the Contractor resulting from a solicitation, which shall include these Terms and Conditions, the Scope of Work, the Cost Proposal, and all attachments thereto.
- b. Contracting Officer: the State employee with the authority to enter into, administer, modify, and/or terminate this Agreement, and make related determinations and findings. The Contracting Officer is responsible for handling the contractual relationship with the Contractor.
- c. Contracting Officer Representative: The designated State representative, also referred to as "COR" or "Representative", who will provide daily technical oversight to the Contractor and ensure the Contractor performs according to the Scope of Work. The COR cannot modify the stated terms of the Agreement unilaterally or direct the Contractor to perform work not specified in the Contract. Only the Contracting Officer and the Contractor may do so bilaterally.
- d. Contractor: The individual or business who has been awarded this Agreement to furnish goods or services for a certain price.
- e. IDL: The Idaho Department of Lands.
- f. Property: Goods, services, parts, supplies and equipment, both tangible and intangible, including, but not exclusively, designs, plans, programs, systems, techniques and any rights and interest in such property.
- g. Scope of Work: Detailed outline of the location, project description, timeline, and deliverables.
- h. Services: Includes services performed, workmanship, and materials furnished or utilized in the performance of services, including any deliverables.
- i. State of Idaho Board of Land Commissioners or Land Board: The State Board of Land Commissioners (Land Board) is comprised of Idaho's Governor, Secretary of State, Attorney General, Superintendent of Public Instruction, and State Controller. The Land Board serve as the trustees for more than 2.4 million acres of state endowment trust lands in Idaho, with the IDL acting as the administrative arm of the Board, carrying out the executive directives necessary to meet the mandated Constitutional charge codified in Article IX Section 8 of the Idaho Constitution. The Land Board also oversees the work of the IDL in its regulatory and assistance duties, and in managing Idaho's public trust lands.

2. CONTRACTOR RESPONSIBILITY

The Contractor hereby assumes responsibility for production and delivery of all material and services included in this Agreement, whether or not the Contractor is the manufacturer or producer of such material or services. Further, the Contractor will be the sole point of contact on contractual matters, including payment of charges resulting from the use or purchase of goods or services.

3. REGISTRATION WITH SECRETARY OF STATE AND SERVICE OF PROCESS

- a. Contractor must independently verify whether it is required by Idaho law to register its business entity or assumed business name with the Idaho Secretary of State and, if required to do so, must remain in good standing during the term of this Agreement.
- b. Regardless of its registration with the Idaho Secretary of State, and in addition to any methods of service allowed by Idaho law, Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested, at its last known address. Contractor must notify the State in writing of any change of address to which service of process can be made. Service shall be completed upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor shall have thirty calendar days after completion of service in which to respond.

4. SUBCONTRACTING

Unless otherwise allowed by the State in this contract, the Contractor shall not, without written approval from the State, enter into any subcontract relating to the performance of this Agreement or any part thereof. Approval by the State of Contractor's request to subcontract or acceptance of or payment for subcontracted work by the State shall not in any way relieve the Contractor of responsibility for the professional and technical accuracy and adequacy of the work. The Contractor shall be and remain liable for all damages to the State caused by negligent performance or non-performance of work under the Agreement by Contractor's subcontractor or its sub-subcontractor.

5. ASSIGNMENTS

The Contractor shall not assign a right or delegate a duty under this contract without the prior written consent of the State.

6. ANTIDISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

Acceptance of this Agreement binds the Contractor to the terms and conditions of Section 601, Title VI, Civil Rights Act of 1964 in that "No person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance." In addition, "No otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance" (Section 504 of the Rehabilitation Act of 1973). Furthermore, for contracts involving federal funds, the applicable provisions and requirements of Executive Order 11246 as amended, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, Section 701 of Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), 29 USC Sections 621, et seq., the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, U.S. Department of Interior regulations at 43 CFR Part 17, and the Americans with Disabilities Action of 1990, are also incorporated into this contract. The Contractor must include this provision in every subcontract relating to purchases by the State to insure that subcontractors and vendors are bound by this provision.

7. RESTRICTIONS ON AND WARRANTIES – ILLEGAL ALIENS

Contractor warrants this Agreement is subject to Executive Order 2009-10 [http://gov.idaho.gov/mediacenter/execorders/eo09/eo_2009_10.html]; it does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States; it takes steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties up to five percent (5%) of the Agreement price, per violation, and/or termination of its Agreement.

8. INSURANCE REQUIREMENTS

- a. Contractor shall obtain and maintain insurance at its own expense as required herein for the duration of this Agreement, and comply with all limits, terms and conditions stipulated. Policies shall provide, or be endorsed to provide, all required coverage. Contractor shall provide certificates of insurance or certified endorsements as applicable for the insurance required. Contractor shall not commence work under this Agreement until satisfactory evidence of all required insurance is provided to the State.
- b. All insurance, except for Workers Compensation, and Professional Liability/Errors and Omissions shall be endorsed to name the State of Idaho, the State Board of Land Commissioners, and the Idaho Department of Lands as Additional Insured.
- c. All insurance shall be with insurers rated A-, VII, or better in the latest Bests Rating Guide, and be in good standing and authorized to transact business in Idaho. The coverage provided by such policies shall be primary. Policies may contain deductibles, but such deductibles shall not be deducted from any damages due the State.
- d. By requiring insurance herein, the State does not represent that coverage and limits will necessarily be adequate to protect Contractor, and such coverage and limits shall not be deemed as a limitation on Contractor's liability under the indemnities granted to the State.

e. Contractor shall maintain insurance in amounts not less than the following;

(1) Commercial General and Umbrella Liability Insurance

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a combined single limit of not less than \$500,000 each occurrence. The CGL shall be written on standard ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent Contractors, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract.

(2) Automobile Insurance

The Contractor shall maintain automobile liability insurance which shall provide a minimum \$500,000 combined single limit per occurrence and shall include coverage for owned, non-owned, and hired automobiles.

(3) Worker's Compensation Insurance

The Contractor shall maintain worker's compensation insurance in amounts as required by statute in all states in which the Contractor performs work, and employer's liability insurance with a limit of \$100,000 Bodily Injury by Accident each Accident; \$100,000 Bodily Injury by Disease – each employee; and \$500,000 Bodily Injury by Disease – Policy Limit.

(4) Fidelity Bond

If the Contractor has employees, a Fidelity Bond on all employees of the Contractor who are working on the premises shall be maintained in the amount of \$5,000.00 each.

f. The Contractor shall require all subcontractors utilized in performance of this Agreement to provide certificates of insurance to the State evidencing insurance coverage with the required additional insured endorsements as set forth in the preceding paragraphs.

9. TAXES

The State is generally exempt from payment of Idaho State Sales and Use Tax for property purchased for its use under the authority of Idaho Code, Section 63-3622 as a government instrumentality. In addition, the State is generally exempt from payment of Federal Excise Tax under a permanent authority from the district Director of the Internal Revenue Service. Exemption certificates will be furnished upon written request by the Contractor. If the Contractor is required to pay any taxes incurred as a result of doing business with the State, it shall be solely responsible for the payment of those

taxes. If the Contractor is performing public works construction (installation of fixtures, etc.), it shall be responsible for payment of all sales and use taxes as required.

10. LICENSES, PERMITS & FEES

The Contractor shall, without additional expense to the State, obtain all required licenses and permits and pay all fees necessary for executing provisions of this contract unless specifically stated otherwise herein.

11. STATE OF IDAHO MINIMUM WAGE LAW

It will be the responsibility of the Contractor to fully comply with Section 44-1502, Idaho Code, regarding minimum wage.

12. INDEMNIFICATION

- a. Contractor shall indemnify, defend, and save harmless the State, its officers, agents, employees, and volunteers from and against any and all liability, claims, damages, losses, expenses, actions, settlements, attorneys' fees, and suits whatsoever caused by, arising out of, or in connection with Contractor's acts or omissions under this Agreement or Contractor's failure to comply with any state or federal statute, law, regulation, or rule.
- b. Upon receipt of the State's tender of indemnity and defense, Contractor shall immediately take all reasonable actions necessary, including, but not limited to, providing a legal defense for the State, to begin fulfilling its obligation to indemnify, defend, and save harmless the State. Contractor's indemnification and defense liabilities described herein shall apply regardless of any allegations that a claim or suit is attributable in whole or in part to any act or omission of the State under this Agreement. However, if it is determined by a final judgment that the State's negligent act or omission is the sole proximate cause of a suit or claim, the State shall not be entitled to indemnification from Contractor with respect to such suit or claim, and the State, in its discretion, may reimburse Contractor for reasonable defense costs attributable to the defense provided by any Special Deputy Attorney General appointed pursuant to section 12.c.
- c. Any legal defense provided by Contractor to the State under this section must be free of any conflicts of interest, even if retention of separate legal counsel for the State is necessary. Any attorney appointed to represent the State must first qualify as and be appointed by the Attorney General of the State of Idaho as a Special Deputy Attorney General pursuant to Idaho Code Sections 67-1401(13) and 67-1409(1).

13. OFFICIALS, AGENTS AND EMPLOYEES OF THE STATE NOT PERSONALLY LIABLE

In no event shall any official, officer, employee or agent of the State be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this Agreement. This section shall not apply to any remedies in law or at equity against any person or entity that exist by reason of fraud, misrepresentation or outside the terms of this Agreement.

14. RISK OF LOSS

Risk of loss and responsibility and liability for loss or damage will remain with Contractor until final inspection and acceptance when responsibility will pass to the State except as to latent defects, fraud and Contractor's warranty obligations. Such loss, injury or destruction shall not release the Contractor from any obligation under this Agreement.

15. PROHIBITED CONTRACTS

No member of the legislature or officer or employee of any branch of the state government shall directly himself, or by any other person execute, hold or enjoy, in whole or in part, any contract or agreement made or entered into by or on behalf of the State, if made by, through or on behalf of the department in

which he is an officer or employee or if made by, through or on behalf of any other department unless the same are made after competitive bids. (Idaho Code Section 67-5726(1)).

16. SAFETY INFORMATION

- a. The Contractor assumes full responsibility for the safety of his employees, equipment and supplies.
- b. Contractor guarantees that all items provided by Contractor in performance of this Agreement meet or exceed those requirements and guidelines established by the Occupational Safety and Health Act, Consumer Product Safety Council, Environmental Protection Agency, or other regulatory agencies.

17. USE OF THE IDAHO DEPARTMENT OF LANDS NAME

Contractor agrees that it will not, prior to, in the course of, or after performance under this contract, use the State's name in any advertising or promotional media as a customer or client of Contractor without the prior written consent of the State.

18. CONTRACT TERMINATION

- a. **TERMINATION FOR CAUSE WITH NOTICE:**
 1. The occurrence of any of the following events shall be an Event of Default under this Agreement:
 - a. A material breach of any term or condition of this Agreement; or
 - b. Any representation or warranty by Contractor in response to the Solicitation or in this Agreement proves to be untrue or materially misleading; or
 - c. Institution of proceedings under any bankruptcy, insolvency, reorganization or similar law, by or against Contractor, or the appointment of a receiver or similar officer for Contractor or any of its property, which is not vacated or fully stayed within thirty (30) calendar days after the institution or occurrence thereof; or
 - d. Any default specified in another section of this Agreement.
 2. The State may terminate this Agreement (or any order issued pursuant to this Agreement) when the Contractor has been provided written notice of default or non-compliance and has failed to cure the default or non-compliance within a reasonable time, not to exceed thirty (30) calendar days. If the Agreement is terminated for default or non-compliance, the Contractor will be responsible for any costs resulting from the State's placement of a new contract and any damages incurred by the State, as a result of the default. The State, upon termination for default or non-compliance, reserves the right to take any legal action it may deem necessary including, without limitation, offset of damages against payment due.
 3. Upon written notice of default, Contractor shall be in breach of its obligations under this Contract and the State shall have the right to exercise any or all of the following remedies:
 - a. Exercise any remedy provided by law or equity;
 - b. Terminate this Agreement and any related Agreement or portions thereof;
 - c. Suspend Contractor from receiving future bid solicitations;
 - d. Suspend Contractor's performance;

e. Withhold payment until the default is remedied.

b. TERMINATION FOR CAUSE WITHOUT NOTICE

The State shall not be required to provide advance written notice or a cure period and may immediately terminate this Agreement in whole or in part for an Event of Default if the State, in its sole discretion, determines that it is reasonably necessary to preserve public safety or prevent immediate public crisis. Time allowed for cure shall not diminish or eliminate Contractor's liability for damages, including liquidated damages to the extent provided for under this Agreement.

c. TERMINATION FOR CONVENIENCE

1. The State may terminate this Agreement for its convenience in whole or in part, if the State determines it is in the State's best interest to do so.

2. After receipt of a notice of termination for convenience, and except as directed by the State, the Contractor shall immediately proceed with the following obligations, as applicable, regardless of any delay in determining or adjusting any amounts due under this clause. The Contractor shall:

a. Stop work.

b. Place no further subcontracts for materials, services, or facilities, except as necessary to complete the continuing portion of the Agreement.

c. Terminate all subcontracts to the extent they relate to the work terminated.

d. Settle all outstanding liabilities and termination settlement proposals arising from the termination of subcontracts.

3. Unless otherwise set forth in the Solicitation, if the Contractor and the State fail to agree on the amount to be paid because of the termination for convenience, the State will pay the Contractor the following amounts; provided that in no event will total payments exceed the amount payable to the Contractor if the Agreement had been fully performed:

a. The Agreement price for Deliverables or services accepted by the State and not previously paid for; and

b. The total of:

i. The reasonable costs incurred in the performance of the work terminated, including initial costs and preparatory expenses allocable thereto, but excluding any cost attributable to deliverables or services paid or to be paid;

ii. The reasonable cost of settling and paying termination settlement proposals under terminated subcontracts that are properly chargeable to the terminated portion of the Agreement; and

iii. Reasonable storage, transportation, demobilization, unamortized overhead and capital costs, and other costs reasonably incurred by the Contractor in winding down and terminating its work.

4. The Contractor will use generally accepted accounting principles, or accounting principles otherwise agreed to in writing by the parties, and sound business practices in determining all costs claimed, agreed to, or determined under this

clause.

d. **TERMINATION FOR FISCAL NECESSITY**

The State is a government entity and it is understood and agreed that the State's payments herein provided for shall be paid from Idaho State Legislative appropriations. The Legislature is under no legal obligation to make appropriations to fulfill this Agreement. This Agreement shall in no way or manner be construed so as to bind or obligate the State beyond the term of any particular appropriation of funds by the State's Legislature as may exist from time to time. The State reserves the right to terminate this Agreement in whole or in part (or any order placed under it) if, in its sole judgment, the Legislature of the State of Idaho fails, neglects, or refuses to appropriate sufficient funds as may be required for the State to continue such payments, or requires any return or "give-back" of funds required for the State to continue payments, or if the Executive Branch mandates any cuts or holdbacks in spending, or if funds are not budgeted or otherwise available, or if the State discontinues or makes a material alteration of the program under which funds were provided. The State shall not be required to transfer funds between accounts in the event that funds are reduced or unavailable. All affected future rights and liabilities of the parties shall thereupon cease within ten (10) calendar days after notice to the Contractor. Further, in the event of non-appropriation, the State shall not be liable for any penalty, expense, or liability, or for general, special, incidental, consequential or other damages resulting therefrom.

19. **CONTRACT ADMINISTRATION**

- a. The Contracting Officer Representative will administer the Agreement as required in all specifications.
- b. The Contracting Officer Representative has the following authority in addition to that delegated to him in other portions of this Agreement.
 - (1) Decide questions of fact arising in regard to the quality and acceptability of materials furnished and all work performed.
 - (2) Make recommendations for payment.

20. **FORCE MAJEURE**

Neither party shall be liable or deemed to be in default for any Force Majeure delay in shipment or performance occasioned by unforeseeable causes beyond the control and without the fault or negligence of the parties, including, but not restricted to, acts of God or the public enemy, fires, floods, epidemics, quarantine, restrictions, strikes, freight embargoes, unusually severe weather, provided that in all cases the Contractor shall notify the State promptly in writing of any cause for delay and the State concurs that the delay was beyond the control and without the fault or negligence of the Contractor. If reasonably possible, the Contractor shall make every reasonable effort to complete performance as soon as possible. Matters of Contractor's or subcontractor's finances shall not be a Force Majeure.

21. **GOVERNING LAW**

This Agreement shall be construed in accordance with, and governed by the laws of the State of Idaho. Any action to enforce this Agreement shall be brought in Ada County, Boise, Idaho.

22. **MODIFICATION**

This Agreement may not be released, discharged, changed or modified except by an instrument in writing signed by a duly authorized representative of each of the parties.

23. **ENTIRE AGREEMENT**

This Agreement is the entire agreement between the parties with respect to the subject matter

hereof. Where terms and conditions specified in the Contractor's response differ from those specifically stated in this Agreement, the terms and conditions of this Agreement shall apply. In the event of any conflict between these standard terms and conditions and any special terms and conditions applicable to this acquisition, the special terms and conditions will govern. This Agreement may not be released, discharged, changed or modified except by an instrument in writing signed by a duly authorized representative of each of the parties.

24. PUBLIC RECORDS

Pursuant to Idaho Code Section 74-101 through 74-126, information or documents received from the Contractor may be open to public inspection and copying unless exempt from disclosure. The Contractor shall clearly designate individual documents as "exempt" on each page of such documents and shall indicate the basis for such exemption. The State will not accept the marking of an entire document as exempt. In addition, the State will not accept a legend or statement on one (1) page that all, or substantially all, of the document is exempt from disclosure. The Contractor shall indemnify and defend the State against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring such a designation or for the Contractor's failure to designate individual documents as exempt. The Contractor's failure to designate as exempt any document or portion of a document that is released by the State shall constitute a complete waiver of any and all claims for damages caused by any such release. If the State receives a request for materials claimed exempt by the Contractor, the Contractor shall provide the legal defense for such claim.

25. CONFIDENTIAL INFORMATION:

Pursuant to this Agreement, Contractor may collect, or the State may disclose to Contractor, financial, personnel or other information that the State regards as proprietary, confidential or exempt from disclosure ("Confidential Information"). Confidential Information shall belong solely to the State.

Contractor shall use such Confidential Information only in the performance of its services under this Agreement and shall not disclose any Confidential Information to any third party, except with the State's prior written consent or under a valid order of a court or governmental agency of competent jurisdiction, and then only upon timely notice to the State. The State may require that Contractor's officers, employees, agents or subcontractors separately agree in writing to the obligations contained in this section or sign a separate confidentiality agreement. Confidential Information shall be returned to the State upon termination of this Agreement. The confidentiality obligation contained in this section shall survive termination of this Agreement. Confidential Information shall not include data or information that:

- a. Is or was in the possession of Contractor before being furnished by the State, provided that such information or other data is not known by Contractor to be subject to another confidentiality agreement with or other obligation of confidentiality to the State;
- b. Becomes generally available to the public other than as a result of disclosure by Contractor; or
- c. Becomes available to Contractor on a non-confidential basis from a source other than the State, provided that such source is not known by Contractor to be subject to a confidentiality agreement with or other obligation of confidentiality to the State.

26. NON-WAIVER

The failure of any party, at any time, to enforce a provision of this Agreement shall in no way constitute a waiver of that provision, nor in any way affect the validity of this Agreement, any part hereof, or the right of such party thereafter to enforce each and every provision hereof.

27. NO WAIVER OF SOVEREIGN IMMUNITY

In no event shall this Agreement or any act by the State, be a waiver of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. If a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the State. This section

applies to a claim brought against the State only to the extent Congress has appropriately abrogated the State's sovereign immunity and is not consent by the State to be sued in federal court, or a waiver of any form of immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

28. ATTORNEYS' FEES

In the event suit is brought or an attorney is retained by any party to this Agreement to enforce the terms of this Agreement or to collect any moneys due hereunder, the prevailing party shall be entitled to recover reimbursement for reasonable attorneys' fees, court costs, costs of investigation and other related expenses incurred in connection therewith in addition to any other available remedies.

29. EXAMINATION AND AUDIT

Contractor agrees that the State or its designated representative shall have the right to review and copy any records and supporting documentation pertaining to performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees or others who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement.

30. ADEQUATE ASSURANCE OF FUTURE PERFORMANCE

If the State has reasonable grounds to question Contractor's ability to perform the Agreement, the State may demand adequate assurance from Contractor. Contractor shall respond within 30 calendar days of such demand.

31. AFFIDAVIT OF COMPLIANCE

The Contractor, upon completion of the project work, must furnish the State with a notarized affidavit (See Exhibit B) stating that:

- a. At least the minimum Idaho wage was paid.
- b. There was compliance with all labor laws.
- c. All debts incurred as a result of this Agreement were paid.
- d. Any further claims against the State of Idaho under this Agreement are relinquished, pending payment for services rendered.

32. TIME IS OF THE ESSENCE

Time shall be of the essence in connection with Contractor's performance of its obligations under this Agreement.

33. PAYMENT

Payment will be made in accordance with Idaho Code 67-2302 following receipt of the Contractor's itemized monthly invoice for satisfactorily completed work. Total payments under this Agreement not to exceed \$TBD per month.

It is understood that full payment for all services provided under the Agreement is fully burdened to include, but is not limited to, all Contractor's costs of labor, materials, equipment, deliverables and expenses including advertising, postage, copy costs, and all other costs normally associated with the cost of doing business unless otherwise provided elsewhere in this Agreement.

34. LIQUIDATED DAMAGES

The Contractor is required to provide services as outlined in the scope of work. In order to ensure the Contractor is held accountable to the predetermined schedule of services, IDL, in lieu of actual

damages, shall withhold \$40.00 from the upcoming Contractor's reimbursement request (invoice) for **EACH** occurrence as defined here:

A documented (IDL shall document with an email to the Contractor, which may include an email to the assigned cleaner) occurrence the Contractor (its agents, employees, representatives) missed a scheduled cleaning and did not notify IDL, in writing, that it would not be able to perform the services as scheduled, or...

A documented occurrence when the Contractor has notified IDL, in writing, that it will not be able to complete a scheduled cleaning; but then fails to reschedule and satisfactorily complete that cleaning within twenty-four (24) hours of notification.

a. The \$40.00 cost to IDL has been established by its good-faith estimate of the damages caused by a missed scheduled cleaning. Any occurrence of a missed cleaning requires a member or members of IDL's staff to complete some, if not all, of the scheduled cleaning responsibilities.

35. AGREEMENT TERM

This Agreement will become effective once signed by all parties. The Contractor and Contracting Officer Representative will discuss the Agreement terms, work performance requirements, and tentative work schedule. This Agreement shall expire one year from its effective date with the option to renew for four (4) additional one (1) year periods, under the same terms and conditions, unless terminated earlier by the State under any of the provisions of paragraph 18 of this Agreement. All requirements of the Agreement must be satisfactorily completed by the Agreement expiration date.

36. SIGNATURE PAGE

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed effective this _____ day of _____, 2020, in Boise, Idaho.

IDAHO DEPARTMENT OF LANDS

CONTRACTOR

By _____

By _____

Title _____

Title _____

Taxpayer ID Number

Exhibit A Special Provisions

1. WORK PROGRESS AND CONTRACT PERFORMANCE

- a. The Contractor agrees to employ only qualified employees and operators who are skilled in the performance of janitorial work. All employees and operators must be able to speak and understand Basic English. Children are not allowed to accompany parents while parents are cleaning the premises. Only service employees are authorized to be on the premises for work related duties. Failure to provide experienced and qualified employees acceptable to the State will be cause for immediate termination of the contract.
- b. Before starting work, the Contractor shall contact the COR to discuss the contract terms, work performance requirements, and a mutually agreeable work schedule.

2. INDUSTRY STANDARDS

All services shall be provided in strict compliance with this contract using the most appropriate industry standards and equipment. The Contractor shall furnish all labor, materials, supplies, equipment, and incidentals necessary to perform Janitorial Service needed throughout each facility including break areas, coffee bars, vending areas, common areas, conference rooms and restrooms. Supplies shall be of good commercial quality, acceptable in the janitorial profession and subject to State approval.

3. ACCESS

The contractor and employees are responsible for insuring all keys/entry cards are handled properly; locking all doors and removing keys (if applicable) to prevent any unauthorized person(s) from entering the building. The contractor shall not for any period of time leave an entry/exit door propped, unattended or left open for any reason.

The contractor will be required to pay for re-keying the locks if any of the keys/access cards are lost by the contractor or their employees. Employees no longer working with your company to clean these facilities, all keys/entry cards in their possession must be turned in to Laurie McCandless at the Southwest Area Office during normal office hours.

4. SMOKING

Smoking shall not be permitted in any State building except in a designed smoking area.

5. DAMAGE/EMERGENCIES

The Contractor shall report any building damage or potential hazard immediately to Contract Officer Representative by telephone during normal business hours of 8:00 a.m. to 5:00 pm. After normal business hours, emergencies shall be directed to area manager. For life-threatening emergencies, calls shall be directed to 911.

6. USE OF STATE PROPERTY

The Contractor and his/her employee may not use State property, including telephones, Fax, or copy machines, ladders, lifts, maintenance equipment, or the like, for personal use unless given permission by an authorized State representative.

7. REMOVAL OF STATE OR PERSONAL PROPERTY

Contractor(s) employees shall not disturb any personal property, paper, boxes, or other materials except as shall be in trash receptacles or designated areas for trash, or unless such material is properly identified as trash. Contractor(s) employees shall not remove any article or material from the premises, regardless of the value or regardless of any employee's permission. This is to include the contents of or any item found in the trash containers in or around the premises. All trash will be put into dumpsters as designated by the State.

8. INSPECTIONS

- a. Monthly inspections will be performed by the State. Completed inspection forms will be sent to the Contractor for review.
- b. The COR and the Contractor will meet periodically to review the contract performance.

CONTRACT #20-0601

SCOPE OF WORK

1. The work detailed below will be performed as scheduled at the Idaho Department of Lands, Southwest Area Office at 8355 West State Street, Boise, Idaho 83714.
2. It is the intention of the scope of work to set forth the requirements and conditions for performing janitorial/cleaning services at the above location. The Contractor shall perform the required services in all areas and shall be qualified to furnish a complete and efficient custodial service, including all labor, supervision, cleaning materials and equipment.
3. **AREA TO BE CLEANED:**
All interior office space: including offices, hallways, conference room and restrooms (approximately 3990 sq. ft.). In addition, all exterior entryways should be cleaned. Each time the cleaning crew leaves the office all doors and gates should be closed and locked.
4. **WORK TO BE PERFORMED:**
The following list of work is the approximate schedule to be followed. It is recognized that cleaning requirements will increase or decrease periodically. Occasionally, specific tasks may be required due to extraordinary circumstances such as inclement weather and/or heavy use by employees and the public.
All work must be conducted outside of routine office hours (**6:00 a.m. to 5:30 p.m.**), according to a schedule to be approved by the COR, Laurie McCandless.
 - a. **WEEKLY CLEANING (2 Times Per Week / Wednesdays & Fridays):**
 - 1) Empty all waste paper baskets. Replace trash can liners in all trash cans, and place trash in dumpster provided on the premises. Areas around trash receptacles to be kept clean and free of debris.
 - 2) Empty all blue recycling trash containers into the Recycling Tote.
 - 3) Dust all open areas of desks, open shelving, counters, window ledges, fixtures, tables, office equipment, etc. Remove cobwebs from all rooms.
 - 4) Clean restrooms completely, including but not limited to the following:
 - a. Clean and disinfect sink basins, urinals inside and out, and toilets, including tank and around the base of the toilet.
 - b. Clean soap dispensers and soap dishes, mirrors, counter tops, door knobs, light switch plates, and towel holders.
 - c. Re-supply with towels, toilet paper and hand soap etc. as necessary.
 - d. Sweep and wet mop restroom floors.
 - e. Clean bathroom walls, tiles and partitions as needed.
 - f. Clean and disinfect shower stalls/floor if present.
 - 5) Vacuum carpets, as well as throw rugs, in private offices, hallways and lobby area.

- 6) Spot clean carpets as needed (spots smaller than a saucer size plate).
- 7) Vacuum or sweep and wet mop all hard surface floors. Remove scuff marks as needed.
- 8) Spot clean fabric on reception area front counter (if applicable).
- 9) Spot clean walls as needed.
- 10) Spot clean, as necessary, inside and outside of front and/or rear entry door glass and side windows to maintain a clean, smudge-free appearance.
- 11) Clean all outside entryways completely, including sweeping entryway sidewalks, entrance mats and all exterior entry walls and light fixtures to be free of dust and cobwebs.
- 12) Dust all HVAC vents to remove dust and cobwebs.
- 13) Clean sink and wet wipe the counter top in the coffee/break areas and conference room, as well as dust all furniture, appliances and equipment.
- 14) Keep janitor closet clean and orderly.
- 15) During the months of May through September, duties to include cleaning of the restroom in the crew shop twice per week on regular service days.

b. **MONTHLY (All Spaces / the 1st Wednesday of each Month):**

- 1) Thoroughly vacuum all office chairs.

c. **MONTHLY (All Spaces / the 2nd Wednesday of each Month):**

- 1) Remove fingerprints from woodwork, walls, partitions, etc.
- 2) Sweep walls and ceilings for cobwebs.

d. **MONTHLY (All Spaces / the 4th Wednesday of each Month):**

- 1) Dust all ledges and moldings

e. **QUARTERLY (Office Building Only / Jan 1st, April 1st, July 1st, October 1st):**

- 1) Wash all windows inside and outside
- 2) Treat all wood door, windows frames and baseboards with Old English, Liquid Gold or equivalent.

f. **YEARLY (Office Building Only / 3rd week in November):**

Hot water extraction cleaning of all carpets in the office building.

5. **CONTRACTOR TO PROVIDE THE FOLLOWING:**

- a. Any required safety equipment.
- b. All personnel and labor.
- c. All equipment including buffing machine, vacuum cleaner, carpet cleaning machine, brooms, mops, dustpans, dusters, buckets, etc.

- d. All waxes, cleaning agents, sponges, rags, etc. necessary in performance of contracted service.
6. THE STATE TO PROVIDE THE FOLLOWING*:
- a. All paper supplies.
 - b. Plastic garbage can liners.
 - c. Hand soap for restrooms.
 - d. It is the responsibility of the Contractor to notify the COR when supplies need to be replenished.
7. INSPECTIONS:
- a. Monthly inspections will be performed by the State. Completed inspection forms will be sent to the Contractor for review.
 - b. The COR and the Contractor will meet periodically to review the contract performance.
8. OTHER WORK TO BE PERFORMED:
- Additional requirements to be determined on an as needed basis.

**CONTRACT #20-0601
JANITORIAL SERVICES
SOUTHWEST AREA OFFICE INSPECTION REPORT**

#	ITEM	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY	NOT APPLICABLE
1	Empty all trash containers. Fill all empty trash containers with trash liners.				
2	Dust all desks, shelving, counters, HVAC vents, etc.				
3	Clean restrooms completely, restocking paper and soap items.				
4	Vacuum all carpeted areas.				
5	Spot clean carpets as needed.				
6	Sweep and wet mop all uncarpeted floors				
7	Spot clean fabric front reception counter				
8	Spot wash interior walls.				
9	Spot clean front and rear entry door glass as necessary.				
10	Clean all outside entryways.				
11	Dust all HVAC vents. Remove cobwebs.				
12	Clean coffee/break areas and conference room table.				
13	Keep Janitor Closet clean and orderly.				
14	MAY – September: Clean crew shop restroom twice per week.				
15	MONTHLY 1ST WEDNESDAY: Vacuum Office & Conference room chairs.				
16	MONTHLY 2ND WEDNESDAY: Sweep walls and ceilings of cobwebs.				
17	MONTHLY 3RD WEDNESDAY: Scrub & re-wax all hard surface floors.				
18	MONTHLY 4TH WEDNESDAY: Wood doors, window frames and baseboards treated with Old English or Liquid Gold.				
19	QUARTERLY – Jan.1st, April 1st, July 1st, & October 1st: Wash office building windows inside & outside.				
20	ANNUALLY 3RD WEEK OF NOVEMBER: Shampoo carpeted floors, all offices.				
21	Specific tasks required due to extraordinary circumstances as needed.				
HAVE UNSATISFACTORY CONDITIONS NOTED ON PAST REPORTS BEEN CORRECTED?					

REMARKS:

Contracting Officer Representative: _____ Date: _____

EXHIBIT A
AFFIDAVIT OF COMPLIANCE
TO BE SUBMITTED WITH FINAL INVOICE

STATE OF)
) ss.
COUNTY OF)

TO: IDAHO DEPARTMENT OF LANDS

In conjunction with contract number 20-0601, Southwest Supervisory Area Office
Janitorial Services,

I, (_____), of (_____), do state that I:

- a) paid minimum wage;
- b) complied, to the best of my knowledge, with all labor laws;
- c) paid all debts incurred as a result of this contract; and
- d) relinquish any further claims against the State of Idaho under this contract, pending final payment for contract services rendered.

Affiant

Subscribed and sworn to me before this _____ day of _____ 20__.

Notary Public in and for _____

Residing at _____

My commission expires on _____