

STATEMENT OF WORK To Original Contract Routing Number
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These provisions are to be read and interpreted in conjunction with the provisions of the contract specified above.

**I. Entity Name:**

**II. Project Description:** This project serves to provide all labor, tools, supplies, chemicals, supervision, and other items or services to maintain a safe, clean environment at the Colorado Department of Public Health and Environment (CDPHE) Laboratory building located at 8100 Lowry Blvd, Denver, CO 80230.

**III. Definitions:**

Please see Attachment B-1 (Definitions) incorporated and made part of this contract by reference.

**IV. Work Plan:**

<b>Goal #1:</b> Maintain at the highest standard of cleanliness at all times and provide a safe environment for the employees and visitors at CDPHE Laboratory building at 8100 Lowry Boulevard, Denver, Colorado.		
<b>Objective #1:</b> No later than the expiration date of this contract, provide labor, equipment, and supplies to do the janitorial work defined and approved by CDPHE.		
<b>Primary Activity #1</b>	Provide janitorial services listed in Attachment B-2 (Activities for Janitorial Services) incorporated and made part of this contract by reference.	
<b>Sub-Activities</b>	<ol style="list-style-type: none"> <li>1. Basic/Routine Cleaning</li> <li>2. Restroom Cleaning</li> <li>3. Periodic Cleaning</li> <li>4. As-Required Cleaning</li> <li>5. Recycling</li> <li>6. Document Shredding</li> </ol>	
<b>Standards and Requirements</b>	The Contractor shall comply with the requirements stated in Attachment B-3 (Standards and Requirements for Janitorial Services) incorporated and made part of this contract by reference.	
<b>Expected Results of Activity(s)</b>	Clean environment for employees and visitors at the CDPHE Laboratory Building.	
<b>Measurement of Expected Results</b>	The CDPHE Lab Facilities Manager’s review of tasks and cleanliness to the required standards is the measurement of performance and results.	
		<b>Completion Date</b>
<b>Deliverables</b>	1. The Contractor shall submit staff rosters that include: on-call staff (non-normal shift times); on-call staffs’ phone numbers; staffs’ complete names; assigned area; shift hours and days worked via e-mail to the CDPHE Facilities Manager.	No later than 24 hrs after the effective date of the Contract
	2. The Contractor shall submit to the CDPHE Facilities Manager a copy of the Quality Control Program via e-mail.	No later than 24 hrs after the effective date of the Contract
	3. The Contractor shall submit to the CDPHE Facilities Manager proof of criminal background check record for each employee via email.	No later than 24 hrs after the effective date of the Contract

**V. Monitoring:**

CDPHE's monitoring of this contract for compliance with performance requirements will be conducted throughout the contract period by the CDPHE Lab Facilities Manager. Methods used will include a review of documentation determined by CDPHE to be reflective of performance to include progress reports and other fiscal and programmatic documentation as applicable. The Contractor's performance will be evaluated at set intervals and communicated to the contractor. A Final Contractor Performance Evaluation will be conducted at the end of the life of the contract.

**VI. Resolution of Non-Compliance:**

The Contractor will be notified in writing within 10 calendar days of discovery of a compliance issue. Within 30 calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and time line for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that requires an extension to the time line, the Contractor must email a request to the CDPHE Lab Facilities Manager and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure time lines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the provisions of this contract.

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