

PURCHASING COPY

Contract # 066321

60063



STATE OF UTAH CONTRACT

1. CONTRACTING PARTIES: This contract is between the following agency of the State of Utah: Department: Education Agency Code: 400 Division: Board of Education, referred to as (STATE), and the following CONTRACTOR:

RennuB Services, LLC  
Name  
1765 Washington Blvd.  
Address  
Ogden UT 84414  
City State Zip

LEGAL STATUS OF CONTRACTOR

- Sole Proprietor
- Non-Profit Corporation
- For-Profit Corporation
- Partnership
- Government Agency

Contact Person Tracy Bunner Phone #801-627-2212 Email rennubservicesllc@yahoo.com  
Federal Tax ID# 20-3176148 Vendor #121715A Commodity Code #91039

- 2. GENERAL PURPOSE OF CONTRACT: The general purpose of this contract is to provide: Janitorial services for Division of Rehabilitation Services Bountiful office located at 150 N. Main, Bountiful. At a rate of \$416.50 per month for a yearly total of \$4,998.00.
- 3. PROCUREMENT: This contract is entered into as a result of the procurement process on RX# 400 62000000028, FY2006, Bid#DG6523 or a pre-approved sole source authorization (from the Division of Purchasing) # SS\_\_\_\_\_.
- 4. CONTRACT PERIOD: Effective date: 04/01/06 Termination date: 03/31/08 unless terminated early or extended in accordance with the terms and conditions of this contract. Renewal options (if any): 3 (1) Year
- 5. CONTRACT COSTS: CONTRACTOR will be paid a maximum of \$9,996.00 for costs authorized by this contract. Additional information regarding costs: \_\_\_\_\_
- 6. ATTACHMENT A: Division of Purchasing's Standard Terms and Conditions  
ATTACHMENT B: Scope of Employment  
ATTACHMENT C:  
ATTACHMENT D:  
**Any conflicts between Attachment A and other Attachments will be resolved in favor of Attachment A.**
- 7. DOCUMENTS INCORPORATED INTO THIS CONTRACT BY REFERENCE BUT NOT ATTACHED:
  - a. All other governmental laws, regulations, or actions applicable to the goods and/or services authorized by this contract.
  - b. Utah State Procurement Code, Procurement Rules, and CONTRACTOR'S response to Bid #DG6523 dated 02/03/06.

IN WITNESS WHEREOF, the parties sign and cause this contract to be executed.

CONTRACTOR

Tracy Bunner 3-1-06  
Contractor's signature Date

STATE

[Signature] 3-7-06  
Agency's signature Date

TRACY BUNNER / Registered Agent  
Type or Print Name and Title

[Signature] 3/20/06  
Director, Division of Purchasing Date

\_\_\_\_\_  
Director, Division of Finance

<u>Janice Christensen</u>	<u>801-538-7623</u>	_____	_____
Agency Contact Person	Telephone Number	Fax Number	Email

## ATTACHMENT A: STATE OF UTAH STANDARD TERMS AND CONDITIONS

1. **AUTHORITY:** Provisions of this contract are pursuant to the authority set forth in 63-56, Utah Code Annotated, 1953, as amended, Utah State Procurement Rules (Utah Administrative Code Section R33), and related statutes which permit the State to purchase certain specified services, and other approved purchases for the State.
2. **CONTRACT JURISDICTION, CHOICE OF LAW, AND VENUE:** The provisions of this contract shall be governed by the laws of the State of Utah. The parties will submit to the jurisdiction of the courts of the State of Utah for any dispute arising out of this Contract or the breach thereof. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.
3. **LAWS AND REGULATIONS:** The Contractor and any and all supplies, services, equipment, and construction furnished under this contract will comply fully with all applicable Federal and State laws and regulations.
4. **RECORDS ADMINISTRATION:** The Contractor shall maintain, or supervise the maintenance of all records necessary to properly account for the payments made to the Contractor for costs authorized by this contract. These records shall be retained by the Contractor for at least four years after the contract terminates, or until all audits initiated within the four years, have been completed, whichever is later. The Contractor agrees to allow State and Federal auditors, and State Agency Staff, access to all the records to this contract, for audit and inspection, and monitoring of services. Such access will be during normal business hours, or by appointment.
5. **CONFLICT OF INTEREST:** Contractor represents that none of its officers or employees are officers or employees of the State of Utah, unless disclosure has been made in accordance with 67-16-8, Utah Code Annotated, 1953, as amended.
6. **CONTRACTOR, AN INDEPENDENT CONTRACTOR:** The Contractor shall be an independent contractor, and as such, shall have no authorization, express or implied, to bind the State to any agreements, settlements, liability, or understanding whatsoever, and agrees not to perform any acts as agent for the State, except as herein expressly set forth. Compensation stated herein shall be the total amount payable to the Contractor by the State. The Contractor shall be responsible for the payment of all income tax and social security amounts due as a result of payments received from the State for these contract services. Persons employed by the State and acting under the direction of the State shall not be deemed to be employees or agents of the Contractor.
7. **INDEMNITY CLAUSE:** The Contractor agrees to indemnify, save harmless, and release the State of Utah, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this contract which are caused in whole or in part by the negligence of the Contractor's officers, agents, volunteers, or employees, but not for claims arising from the State's sole negligence.
8. **EMPLOYMENT PRACTICES CLAUSE:** The Contractor agrees to abide by the provisions of Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age; and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities. Also, the Contractor agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the work place.
9. **SEPARABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of this contract is illegal and void shall not affect the legality and enforceability of any other provision of this contract, unless the provisions are mutually dependent.
10. **RENEGOTIATION OR MODIFICATIONS:** This contract may be amended, modified, or supplemented only by written amendment to the contract, executed by the same persons or by persons holding the same position as persons who signed the original agreement on behalf of the parties hereto, and attached to the original signed copy of the contract. Automatic renewals will not apply to this contract.
11. **DEBARMENT:** The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review by the State. The Contractor must notify the State Director of Purchasing within 30 days if debarred by any governmental entity during the Contract period.
12. **TERMINATION:** Unless otherwise stated in the Special Terms and Conditions, this contract may be terminated, with cause by either party, in advance of the specified termination date, upon written notice being given by the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the contract may be terminated for cause. This contract may be terminated without cause, in advance of the specified expiration date, by either party, upon 90 days prior written notice being given the other party. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination.
13. **NONAPPROPRIATION OF FUNDS:** The Contractor acknowledges that the State cannot contract for the payment of funds not yet appropriated by the Utah State Legislature. If funding to the State is reduced due to an order by the Legislature or the Governor, or is required by State law, or if federal funding (when applicable) is not provided, the State may terminate this contract or proportionately reduce the services and purchase obligations and the amount due from the State upon 30 days written notice. In the case that funds are not appropriated or are reduced, the State will reimburse Contractor for products delivered or services performed through the date of cancellation or reduction, and the State will not be liable for any future commitments, penalties, or liquidated damages.
14. **SALES TAX EXEMPTION:** The State of Utah's sales and use tax exemption number is E33399. The tangible personal property or services being purchased are being paid from State funds and used in the exercise of that entity's essential functions. If the items being purchased are construction materials, they will be converted into real property by employees of this government entity, unless otherwise stated in the contract.
15. **WARRANTY:** The Contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The Contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah apply to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the Contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable

for any special purposes that the State has relied on the Contractor's skill or judgment to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The Contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the Contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the Contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

16. **PUBLIC INFORMATION:** Except as identified in writing and expressly approved by the State Division of Purchasing, Contractor agrees that the contract and related Sales Orders and Invoices will be public documents, and may be available for distribution. Contractor gives the State express permission to make copies of the contract, the response to the solicitation, and related Sales Orders and Invoices in accordance with the State of Utah Government Records Access and Management Act. The permission to make copies as noted will take precedence over any statements of confidentiality, proprietary information, copyright information, or similar notation.
17. **DELIVERY:** Unless otherwise specified in this contract, all deliveries will be F.O.B. destination with all transportation and handling charges paid by the Contractor. 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.
18. **ORDERING AND INVOICING:** All orders will be shipped promptly in accordance with the delivery schedule. The Contractor will promptly submit invoices (within 30 days of shipment or delivery of services) to the State. The State contract number and/or the agency purchase order number shall be listed on all invoices, freight tickets, and correspondence relating to the contract order. The prices paid by the State will be those prices listed in the contract. The State has the right to adjust or return any invoice reflecting incorrect pricing.
19. **PAYMENT:** Payments are normally made within 30 days following the date the order is delivered or the date a correct invoice is received, whichever is later. All payments to the Contractor will be remitted by mail unless paid by the State of Utah's Purchasing Card (major credit card).
20. **PATENTS, COPYRIGHTS, ETC.:** The Contractor will release, indemnify and hold the State, its officers, agents and employees harmless from liability of any kind or nature, including the Contractor's use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article or appliance furnished or used in the performance of this contract.
21. **ASSIGNMENT/SUBCONTRACT:** Contractor will not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this contract, in whole or in part, without the prior written approval of the State.
22. **DEFAULT AND REMEDIES:** Any of the following events will constitute cause for the State to declare Contractor in default of the contract: 1. Nonperformance of contractual requirements; 2. A material breach of any term or condition of this contract. The State will issue a written notice of default providing a ten (10) day period in which Contractor will have an opportunity to cure. Time allowed for cure will not diminish or eliminate Contractor's liability for damages. If the default remains, after Contractor has been provided the opportunity to cure, the State may do one or more of the following: 1. Exercise any remedy provided by law; 2. Terminate this contract and any related contracts or portions thereof; 3. Impose liquidated damages, if liquidated damages are listed in the contract; 4. Suspend Contractor from receiving future solicitations.
23. **FORCE MAJEURE:** Neither party to this contract will be held responsible for delay or default caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. The State may terminate this contract after determining such delay or default will reasonably prevent successful performance of the contract.
24. **PROCUREMENT ETHICS:** The Contractor understands that a person who is interested in any way in the sale of any supplies, services, construction, or insurance to the State of Utah is violating the law if the person gives or offers to give any compensation, gratuity, contribution, loan or reward, or any promise thereof to any person acting as a procurement officer on behalf of the State, or who in any official capacity participates in the procurement of such supplies, services, construction, or insurance, whether it is given for their own use or for the use or benefit of any other person or organization (63-56-1002, Utah Code Annotated, 1953, as amended).
25. **CONFLICT OF TERMS:** Contractor Terms and Conditions that apply must be in writing and attached to the contract. No other Terms and Conditions will apply to this contract including terms listed or referenced on a Contractor's website, terms listed in a Contractor quotation/sales order, etc. In the event of any conflict in the contract terms and conditions, the order of precedence shall be: 1. Atth. A: State of Utah Standard Terms and Conditions; 2. State of Utah Contract Signature Page(s); 3. State Additional Terms and Conditions; 4. Contractor Terms and Conditions.
26. **ENTIRE AGREEMENT:** This Agreement, including all Attachments, and documents incorporated hereunder, and the related State Solicitation constitutes the entire agreement between the parties with respect to the subject matter, and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written. The terms of this Agreement shall supersede any additional or conflicting terms or provisions that may be set forth or printed on the Contractor's work plans, cost estimate forms, receiving tickets, invoices, or any other related standard forms or documents of the Contractor that may subsequently be used to implement, record, or invoice services hereunder from time to time, even if such standard forms or documents have been signed or initialed by a representative of the State. The parties agree that the terms of this Agreement shall prevail in any dispute between the terms of this Agreement and the terms printed on any such standard forms or documents, and such standard forms or documents shall not be considered written amendments of this Agreement.

(Revision date: 2 Feb 2006)

**JANITORIAL SERVICES AGREEMENT  
ATTACHMENT B**

Agreement between RennuB Services LLC and the Utah State Office of Education, Division of Rehabilitation Services, Bountiful Office. The janitorial duties shall include, but not be limited to, the items listed below. All janitorial services shall be performed after 5:00 pm and completed prior to 7:00 am the following morning. The janitorial service shall provide all equipment and supplies necessary for cleaning purposes, including all paper products. The janitorial service shall be willing to submit to the state a list of janitorial employees with their home addresses and telephone number for a security investigation. The state shall have the right to ask for the dismissal of any janitorial employee not meeting security requirements. This contract is subject to the terms and conditions noted below and may be terminated by either party upon thirty days written notice.

The Contractor will be paid a total of \$9,996.00 for the term of this contract from 4-1-06 through 3-31-08 paid in monthly installments of \$416.50.

**Daily Duties (except Saturday, Sunday and Holidays):**

1. Empty and replace liners in all trash containers
2. Vacuum all carpets and reposition all furniture in proper positions
3. Dust, mop, or vacuum hallways and entries
4. Sweep, dry dust mop, front entry tile
5. Clean and polish drinking fountains
6. Clean entry glass
7. Re-set chairs to standard position in conference rooms
8. Spot clean carpet and upholstery as needed
9. Clean all entries to drip line
10. Wipe down break room table and chairs
11. Remove finger and hand prints from doors, door glass, and partitions
12. Close and secure all windows, where applicable
13. Turn off all lights

**Tuesday and Thursday Duties**

1. Hand broom corners in corridors, halls and stairwells
2. Spot clean office and hall walls
3. Clean around light switches
4. Clean doors and door frames
5. Clean conference tables
6. Polish bright work areas often touched
7. Clean and polish all handrails and banisters
8. Broom front of all entrances to drip line

**Weekly Duties (same day each week):**

1. Vacuum all upholstery (chairs and couches)
2. Dust furniture and fixtures
3. Dust and clean window sills
4. Dust and clean mop boards
5. Spot clean all carpet
6. Dust and spot clean levelor blinds
7. Dust and clean tops of partitions

**Monthly Duties (first working day of each month):**

1. Damp wipe all vinyl chairs and couches in office, conference room and halls
2. Dust all surfaces areas necessary, cleaning cobwebs, etc.

**Quarterly Duties:**

1. Dust and vacuum air diffusers and grills
2. Scour clean all office and hall trash containers

**Semi-Annual Duties:**

1. Clean and treat all vinyl and leather chairs and couches
2. Clean exterior and interior windows

**Annual Duties:**

1. Clean all light fixtures
2. Remove and clean levelor blinds
3. Clean all carpet

Changes in the frequencies, or days or performance of any duty, shall be made by mutual agreement with the Utah State Office of Rehabilitation and shall be specified in writing. The grounds shall be maintained in a clean and attractive manner at all times.

**Bonding and Insurance**

All employees will be covered by a fidelity bond. Public liability and property damage insurance will be carried by the bidder and employees will be covered by Workmen's Compensation Insurance.

All employees will be 18 years of age and over and carefully screened to insure their competency. Employees will not use or answer the telephones. Employees will treat all written materials as confidential and will not read, remove or otherwise disturb such materials as found in the office. Employees will not use, tamper with, or otherwise disturb office machines or equipment.

The Division of Rehabilitation Services agrees to notify the company in advance should it be necessary to change their cleaning schedule as first agreed upon.

The janitorial service will try to correct any unsatisfactory conditions at no charge providing these conditions were brought to their attention within one day after their departure – weekends and holidays excepted.