

## **Sub-Agreement - Scope of Work**

*Represented as Exhibit C in the Master Services Agreement*

**Document Purpose:** *This document is identified as the template referenced in Exhibit C. This sub-agreement template is to be utilized for adding additional scope of work during the contract period and shall provide a template that shall be completed by the Agency for the purpose of formality and confirmation of the expectations for the agency site location scope of work. The final version of this document shall be approved by the Agency, the Contractor, and the State, as part of this contract.*

This Sub-agreement Scope of Work (“this SOW”), entered into by and between the Family and Social Services Administration, Neuro-Diagnostic Institute of Indiana the “State Agency”) and the **VENDOR** (the “Contractor”), and reviewed for approval by Indiana Department of Administration on behalf of All State Agencies (the “State”), in consideration of those mutual undertakings and covenants, the parties agree as follows:

### **Agency Department(s):**

Family and Social Services Administration, Neuro-Diagnostic Institute of Indiana (F.S.S.A)

### **Facility Name and Address:**

Neurodiagnostic Institute & Advanced Treatment Center (NDI)  
5435 E. 16<sup>th</sup> Street  
Indianapolis, IN 46218-4869

### **Agency Site Designee Contact Information:**

Tim Gaalema, Operations Manager / Shared Services  
(317) 941-4335  
[timothy.gaalema@fssa.IN.gov](mailto:timothy.gaalema@fssa.IN.gov)

### **Facility Hours of Operation:**

Facility Hours: 24 hours, 7 days a week. (Limited access/visitors)  
Staff parking is located in the Community Hospital East parking garage.

### **Janitorial Hours:**

#### **NDI - Floors LL, 1, 2, 3, 4, 6, 7**

1<sup>st</sup> shift janitorial service 7:00AM - 3:30PM Monday-Sunday.

2<sup>nd</sup> shift Monday-Friday 3:00PM - 10:00PM (Floors + Light Janitorial duties for all floors)

- The option to implement a 24/7 janitorial services for the entire building should be available.

#### **5 East & 5 West- a leased space to Community Hospital East (CHE)**

1<sup>st</sup> shift 7:00AM - 3:30PM

2<sup>nd</sup> shift 3:30PM - 11:00PM

3<sup>rd</sup> shift 11:00PM - 7:00AM -janitorial service & floor care

Holidays observed not requiring janitorial services: N/A

## Description of Facility

Average Daily Population Breakdown: Staff- 315, Patients- 159 (includes students)

FLOOR	UNIT	UNIT POPULATION	BEDS	GROSS SF
<b>Lower Level</b>			NA	<b>1,410</b>
	NDI Env Svcs Support			1,056
	NDI Env Conference			233
	NDI Env Office			121
<b>1st Floor</b>				<b>28,245</b>
	Clinic	Advanced Treatment Ctr	NA	
	Administration		NA	
	Admissions		NA	
	<i>Vertical Stair Circulation</i>			
<b>2th Floor</b>				<b>28,030</b>
	East Unit	Psych Med	16	10,278
	West Unit	Neuro/Cognitive	11	8,150
	School	Child/Adolescent	NA	6,500
	Central Core		NA	1,908
	<i>Vertical Stair Circulation</i>			<i>1,194</i>
<b>3th Floor</b>				<b>28,030</b>
	East Unit	Adolescent Male	15	10,511
	NorthWest Unit	Adolescent Female	15	7,828
	Southwest Unit	Childrens	12	6,200
	Central Core		NA	2,178
	<i>Vertical Stair Circulation</i>			<i>1,313</i>
<b>4th Floor</b>				<b>26,475</b>
	East Unit	Acute/Adult	13	10,986
	West Unit	Adol/SUD	13	10,753
	Central Core		NA	3,338
	<i>Vertical Stair Circulation</i>			<i>1,398</i>
<b>5th Floor</b>				<b>26,475</b>
	East Unit	Acute/Adult	13	10,986
	West Unit	Adult/SUD	13	10,753
	Central Core		NA	3,338
	<i>Vertical Stair Circulation</i>			<i>1,398</i>
<b>6th Floor</b>				<b>26,475</b>
	East Unit	Acute/Adult	14	10,986
	West Unit	Treatment Mall	NA	10,552
	Central Core		NA	3,338
	<i>Vertical Stair Circulation</i>			<i>1,599</i>
<b>7th Floor</b>				<b>25,425</b>
	East Unit	PICU	14	10,874
	West Unit	Adol/Autism	10	9,733
	Central Core		NA	3,338
	<i>Vertical Stair Circulation</i>			<i>1,480</i>
<b>Penthouse</b>			NA	<b>0</b>
<b>Facility Suite in Connector Bldg</b>				<b>1,000</b>
<b>TOTAL BUILDING GROSS SF</b>			<b>159</b>	<b>191,565</b>

Lower Level:

EVS/Housekeeping Support Office

Conference/Training rooms  
Facilities Office/Work Stations + Supply Rooms

Floor One:

Clinic/Advanced Treatment Center  
Administrative Offices & Staff Work Stations  
Lobby, Conference Rooms A, B & C  
Security Front desk/office  
Admissions/Ambulance/Sally Port/Security Office  
Pharmacy

Floor Two:

2 East: Adult Psych Med  
2 West: Adult Neuro/Cognitive  
2<sup>nd</sup> floor School: Child/Adolescent  
2<sup>nd</sup> floor Gymnasium + Work Out Room  
Central Core: staff/charting areas/ nourishment room

Floor Three:

3 East: Adolescent Male  
3 North West: Adolescent Female  
2 South West: Children  
Central Core: Staff workstations/Charting/Nourishment room

Floor Four:

4 East: Acute/Adult  
4 West: Adolescent/Substance Use Disorder  
Central Core: Staff workstations/Charting/Nourishment room

Floor Five: A tenant space, leased to Community East Hospital

5 East: Adult/Acute  
5 West: Adult/Substance Use Disorder  
Central Core: Staff workstations/Charting/Nourishment room

Floor Six:

6 East: Acute/Adult  
6 West: Treatment Mall/Life Skills + Chapel  
Central Core: Staff offices/stations/Charting/Nourishment room

Floor Seven:

7 East: Psychiatric Intensive Care Unit  
7 West: Adolescent/Autism Spectrum  
Central Core: Staff offices/workstations/charting/nourishment room

Penthouse: Closed

**Area of Service: Lobby and Corridor**

Vacuum and spot clean	Daily
Dust mop flooring and spot clean	Daily
Spot clean painted doors, frames, and elevator doors	Daily
Spot wash entrance door glass	Daily
Clean and polish drinking fountain	Daily + hourly
Spot wash walls, doors, frames, and baseboards	Daily
Shampoo Carpet	As needed
Restrooms: Empty, damp wipe, and polish receptacles. Restock, and polish dispensers. Wash, sanitize and polish dry all sinks, vanities, commodes, and urinals. Spot clean partition, doors and walls. Wash and polish mirrors. Sweep and damp mop flooring. Wash doors and partitions, Wash entrance doors Scrub hard surface flooring, Clean and polish resilient floors.	Daily + hourly

**Area of Service: Offices**

Empty waste and replace liners (plastic)	Daily
Vacuum carpet and spot clean	Daily
Dust desks, tables and other furnishings	Daily
Dust sills and ledges within hand reach	Daily
Wash glass sidelights, partition glass, and desk tops	Daily
Wash glass doors	Daily

**Area of Service: Breakrooms**

Sink, countertop and table tops wiped and disinfected	Daily
Damp spot mop tile floor and remove spillage as needed	Daily
Disinfect and remove finger prints from door facings and from all frequently touched surfaces such as door facing, light switches, door handles, etc.	Daily
High dusting of wood and glass surfaces	Daily
Low dusting of chairs, baseboards, and louver doors	Daily
Damp mop hard surface flooring	Daily
Polish hard surface flooring	Daily
Dust grills and air diffusers	Daily

**Area of Service - 12 Patient Units, Lower Level & First Floor Administration**

Sanitizing-cleaning of hard surfaces tables, chairs, door knobs, handrails, switches	Daily
Door access push/pull	Daily
High-Low dusting	Daily
Large corridor floor sweeping & all stair wells	Daily
Spot removal and vacuuming of carpeted services	Daily
Clean both sides of glass doors	Daily

Sally-ports (secure areas between corridors, lobby & units) clean glass, wash doors & floors	Daily
Playground access doors – wash using glass cleaner, interior/exterior (doors only)	Daily
Elevators cleaned and sanitized-floor pan, buttons, walls and exterior	Daily
Replace paper trash liners – patient rooms	Daily
Replace plastic trash liners – nursing offices	Daily
Floor care: Mopping + Buffing all floors. Daily and weekly.	Daily
Preventative & restorative care.	Daily
Sink, countertop and table tops wiped and disinfected	Daily

**Area of Service: Terminal Cleaning**

Vacuum/Sweep & mop floors	Daily
Replace paper waste liners	Daily
Wash entry door, both sides & door knobs	Daily
Dust or wash signs and signals & windows + ledges	Daily
Spot wash walls, doors, frames, and baseboards	Daily
Sanitize all surfaces in room, including bed frame & base of bed	Daily
Refill disposables + fresh linen delivery (nursing makes the bed)	Daily

**Area of Service: 5<sup>th</sup> Floor- tenant occupied/a leased space**

Sanitizing-cleaning of hard surfaces tables, chairs, door knobs, handrails, switches	Daily
Door access push/pull	Daily
High-Low dusting	Daily
Large corridor floor sweeping & all stair wells	Daily
Spot removal and vacuuming of carpeted services	Daily
Clean both sides of glass doors	Daily
Sally-ports (secure areas between corridors, lobby & units) clean glass, wash doors & floors	Daily
Sink, countertop and table tops wiped and disinfected	Daily
Replace plastic trash liners – nursing offices	Daily
Floor care: Mopping + Buffing all floors.	Daily
Preventative & restorative care	Daily

**Patient Bedrooms – 5<sup>th</sup> Floor. Tenant occupied/leased space**

Wash, sanitize and polish dry all sinks, vanities, commodes, and urinals	Daily
Trash removal and paper liners replaced	Daily
Restock, damp wipe, and polish dispensers	Daily
Bathroom sanitizing partitions and fixtures.	Daily
Spot clean partition, doors and walls	Daily
Wash entrance doors	Daily
Wash and polish mirrors	Daily

Floor maintenance sweep and damp mop flooring	Daily
Sweeping	Daily
Spot removal	Daily
Dust grills and vent	Daily
Refill all disposables to include hand soap, personal tissues, facial tissues, wall mounted hand sanitizer cartridges	Daily

**Area of Service: Unoccupied Rooms**

Sweep and mop floors	Weekly
Trash removal and paper liners replaced	Weekly
Bathroom cleaning : Bathroom sanitizing, wash	Weekly
Spot clean partition, doors and walls	Weekly
Wash entrance doors	Weekly
Dust desks, tables and other furnishings	Weekly
Wash and polish mirrors	Weekly
Bed frames & rails washed	Weekly
Refilling disposables	Weekly

**Area of Service: Patient In-Take & Security Office**

Vacuum and spot clean & empty waste cans/replace liners	Daily
Dust mop flooring and spot clean	Daily
Spot wash entrance door glass	Daily
Dust or wash signs and signals	Daily
Spot wash walls, doors, frames, and baseboards	Daily
Shampoo Carpet	Daily
Refilling disposables	Daily

**Area of Service: Patient Bedrooms**

Wash, sanitize and polish dry all sinks, vanities, commodes, and urinals	Daily
Trash removal and paper liners replaced	Daily
Restock, damp wipe, and polish dispensers	Daily
Bathroom sanitizing, wash	Daily
Spot clean partition, doors and walls	Daily
Wash entrance doors	Daily
Wash and polish mirrors	Daily
Floor maintenance sweep and damp mop flooring	Daily
Sweeping	Daily
Spot removal	Daily
Dust grills and vent	Daily

Refill all disposables to include hand soap, personal tissues, facial tissues, wall mounted hand sanitizer cartridges	Daily
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**Area of Service: Nursing Command/Offices on Units**

Trash removal & Bio Waste	Daily
Sanitize: counters, workstations, doorknobs, floors, restrooms	Daily
Sanitize ledges, rails & equip. stage room & walkways/hallways	Daily
Floor dusting and spill removal	Daily
Refill wall mounted hand push sanitizer bags	Daily
Contractor closets to be stocked : paper products, chemicals, Contractor Carts & MSDS Manual	Daily
Refilling disposables	Daily

**Area of Service: Unit Common Spaces**

Sanitize counters, workstations, doorknobs, floors, restrooms, furniture	Daily
Floor dusting and spill removal	Daily
Sink, countertop and table tops wiped and disinfected	Daily
Clean and polish drinking fountains	Daily
Sanitize clean and soiled linen rooms.	Daily
Refill hand soaps, tissues, facial tissues, and paper liners.	Daily

**Area of Service: Nutrition Areas (on unit kitchenettes)**

Sanitize counters, door knobs, rails, microwaves, exterior refrigerator surface	Daily
Trash removal, floor sweeping, mopping & waxing	Daily
Sink, countertop and table tops wiped and disinfected	Daily
Damp mop hard surface flooring	Daily

**Area of Service: Linen Delivery and Pick up**

Bath towels, Hand towels, Wash cloths	Daily
Bed sheets, top covers & pillow cases	Daily
Patient Gowns & pads * Unit specific	Daily

**Area of Service: School**

<p><b>Seasonal School Breaks:</b> (See School chart included below)          Deep cleaning includes: floor waxing, buffing and sweeping. Sanitizing all desks, chairs, rails, doorknobs, bathrooms. Cleaning windows and ledges. Stocking supplies &amp; cleaning/organizing Contractor closets. Reporting maintenance/repair issues to the facility director or maintenance supervisor. Interior window cleaning, floor waxing, removal of desk/chairs</p>	Per School Schedule
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for full access to the floor and kick plates. TV and monitor sanitizing, workstations cleaned and dusted.	
<p><b>School In Session:</b> 3:00PM – 10:00PM: Sanitizing all surfaces-chairs, desks, furniture, door knobs, hand rails, switches and push/pull plates, glass doors and hallways.</p> <p><b>School In Session:</b> 7:00AM – 3:00PM: trash removal, bathroom cleaning all surfaces, supply stock.</p>	Daily & Hourly
<p><b>Treatment mall 6<sup>th</sup> Floor:</b> Sanitizing all surfaces. Trash removal-paper liners in all patient areas Window &amp; door cleaning Floor sweeping, mopping, waxing Dust sills and ledges Spot wash walls, doors, frames, and baseboards</p> <p><b>Adult Only Patient Vending/Canteen 6<sup>th</sup> Floor:</b> Sanitizing all surfaces. Trash removal-paper liners only. Window &amp; door cleaning Floor sweeping, mopping, waxing</p> <p><b>Patient Hours – Canteen/Vending area</b> 11:00AM -12:00PM, 3:00-4:00PM and 7:00-8:00PM every day.</p> <p><b>Gymnasium:</b> Dust mop flooring and spot clean Empty, clean and polish receptacles Dust sills and ledges</p> <p><b>Gym bathrooms:</b> 7:00AM – 3:00PM sanitize all surfaces, trash removal and supply stock</p>	Daily & Hourly

**Unique Needs:**

- **Discharges and Patient movement:**
  - Following discharges and transfers, patient rooms will be cleaned same day. Direct line of communication is required to ensure proper turnaround-completion.
- **Staffing:**
  - A contractor staff member with the authority to oversee daily staff, respond to on demand requests for in scope tasks, resolve issues and follow the issue escalation policies is requested to be onsite during all stated janitorial hours.
  - A contractor staff member that is able to respond to daily on demand requests for in scope tasks is requested to be onsite during all stated janitorial hours.

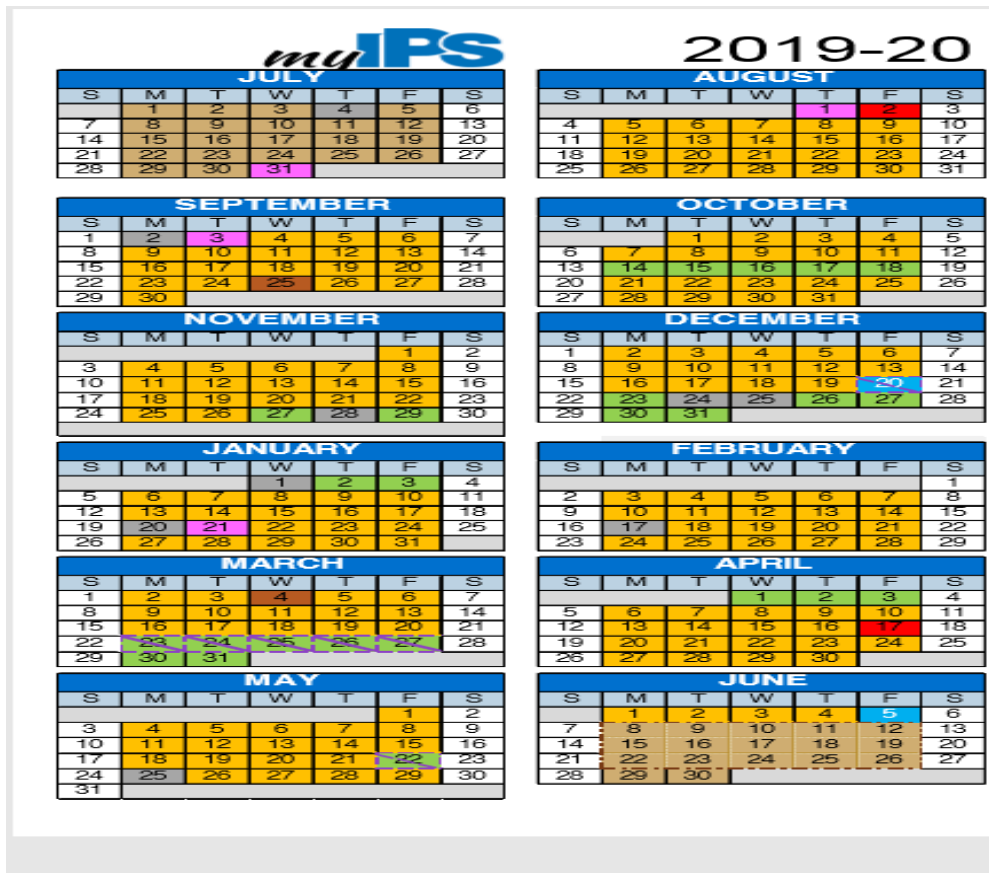


- **Uniforms:** Uniforms are required with assigned ID Badge & provided communication device. (Supervisor, leads and janitorial staff)
- NDI Terminal Cleans to be completed same day, 7:00AM – 10:00PM. Sanitizing all surfaces: bed frame, rails and sides. Doors, sinks, bathrooms, shelves, floors and interior window cleaning.
  - NDI communications will be conducted using internal devices assigned to Contractor.
  - NDI 5<sup>th</sup> Floor is leased to Community Hospital Network East Campus
  - 5<sup>th</sup> Floor/CHE: Terminal Cleans to be completed same day 7:00AM – 7:00AM.
  - Communications: will use front desk/security or emails for requesting terminal cleans/Contractor needs.
- **Required Chemicals: Material or Safety Data Sheets attached**
  - “Avert” a sporicidal cleanser, liquid and wipes for units & facility is the primary sanitizer/disinfectant/germ killer.
  - Go Jo luxury foam handwash
  - Crew- Shower, Tub, and Tile cleaner
- **Linens: Plastic & Paper**
  - Paper liners must be used in all patient areas (Bedrooms, bathrooms, common areas, treatment mall, gymnasium, social worker offices, and New Admission/Discharge sally port.)
  - Plastic liners permitted in all other areas.
- **Infection Prevention Audits:**
  - Fluorescent markings will be performed by NDI leadership. Evaluations will be documented per mutually agreed guidelines. If an 80% pass rate is not achieved each month an agreement on the corrective action will take place to limit future quality deficiencies.
    - Five randomly selected patient rooms will be tested w/ surface points.
    - Previously agreed upon public spaces to be tested w/ surface points.
- **Immunizations and Vaccinations:**
  - Mandatory Influenza Vaccine required for all DMHA/FSSA-State Hospital Network
  - TB tests stage 1 & 2 to be supplied prior to start date.
- **Linen Delivery & Soiled Pick up:**
  - Contractor will monitor use & deliver clean linens daily to
  - NDI Units on 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> floors.
  - Contractor will remove soiled linen (7:00AM – 3:00PM) for NDI floors 1, 2, 3, 4, 6 & 7<sup>th</sup> floors & take to the NDI soiled room at support services hub.
  - Contractor: will remove soiled linen from 5<sup>th</sup> floor, 7:00AM – 3:00PM and take to CHE Soiled room.

- **Waste Management:** Facility general waste to be pick up daily & as needed and taken to the NDI Soiled room located in support services hub on 1<sup>st</sup> floor. (7:00AM– 3:00PM & 3:00PM– 10:00PM)
- **Card Board:** broken down, removed from all areas and taken to the CHE support services hub to be recycled.
- **Sanitizer Refills:**  
Housekeeping to provide & refill sanitizing stations at NDI only.
- **Bio-Waste: Bio Hazardous**
  - Waste to be removed daily from all Units, floors & NDI Clinic.
  - 7:00AM – 3:00PM, 3:00PM – 10:00PM, (including 5<sup>th</sup> floor) and taken to the NDI Soiled room located in the support services hub. Receptacles must be lined with red plastic bio liners.
- **Equipment:** Vendor to provide equipment for all services provided.
  - Brooms/Dust pan combo kits, mops, large dust mops, Locking Contractor carts, air-floor blowers, wet dry vacuums, standard sweepers, water/cleaner floor machines, floor scrubbers, replacement pads, chemicals, trash can liners plastic & paper, bio waste liner red, rubber gloves, paper towels, tissues and replacement mop/dust heads and all chemicals.
- **Background Checks:** The Department of Administration requires assurances in its Quantity Purchase Agreements (QPA) for temporary personnel that the backgrounds of those temporary personnel do not reveal relevant past criminality or dishonesty. In addition, agencies should not utilize the services of contractual personnel who do not satisfy the agency's criteria for employment. As such, the following background checks need to be successfully completed for each Contractor personnel assigned to the facilities detailed in this SOW:
  - C.H.R.I report (fingerprints included)
  - eVerify
  - Sex & Violent Offender Registry check
  - Past employment verification
  - NEFR (not eligible for rehire) by state of Indiana. Search will be done by HR.
- **COVID19**  
  
The NDI will follow all recommendations provided by the W.H.O and C.D.C regarding the Covid19 pandemic.
- At every service clean and disinfect all frequently touched hard surfaces such as doors, restroom fixtures and partitions, tables and chairs, counters, appliances, etc. If surfaces are dirty, clean them using a detergent or soap and water before disinfecting them.

- At every service clean and disinfect all frequently touched hard surfaces such as doors, restroom fixtures and partitions, tables and chairs, counters, appliances, etc. If surfaces are dirty, clean them using a detergent or soap and water before disinfecting them.
- Disinfecting refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Disinfecting is typically performed using approved commercial or household disinfecting solutions.

**Holidays and School Calendar:**



**School Calendar Information**

<b>Professional Development Days</b>
All instructional personnel report. Students DO NOT attend.
<b>Teacher Work Days</b>
All school-based employees attend to prepare for school. School staff meetings and dedicated teacher work time.
<b>Days of Student Attendance</b>
<b>Parents in Touch Day</b>
<b>Holidays</b>
Holiday pay distributed according to employee group contract.
<b>Records and Close-out</b>
<b>Flex Days</b>
As needed to make up days of school closure.
<b>Break</b>
<b>Summer School</b>
<b>Summer Break</b>

**Non-Collusion and Acceptance**

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Contractor, or that the undersigned is the properly authorized representative, agent, member or officer of the Contractor. Further, to the undersigned’s knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Contract other than that which appears upon the face hereof. Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in the Contract, the Contractor attests to compliance with the disclosure requirements in IC 4-2-6-10.5.

**In Witness Whereof**, Contractor and the State have, through their duly authorized representatives, entered into this Sub-agreement Scope of Work, as represented from the Master Services Agreement for **QPA# XXXXX**. The parties, having read and understood the foregoing terms of this agreement, do by their respective signatures dated below hereby agree to the requirements thereof.

**Contractor:**  
**VENDOR**

**State of Indiana Agency:**  
\_\_\_\_\_

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Indiana Department of Administration**  
 \_\_\_\_\_  
 Vendor Contract Manager

Date: \_\_\_\_\_