

**FAIRFIELD COUNTY COMMISSIONERS**  
210 East Main Street  
Lancaster, OH 43130

**REQUEST FOR PROPOSALS (RFP)**  
For  
**JANITORIAL SERVICES**  
Pursuant to ORC 307.86

**1 GENERAL STATEMENT**

**1.1 Purpose**

The Fairfield County Commissioners and the Facilities Manager are requesting proposals for the performance of janitorial services at several County facilities located in the area of Lancaster, Ohio, and Pickerington, Ohio. The names and addresses of the County Facilities included are:

Hall of Justice	224 East Main St., Lancaster, Ohio
Tussing Gov't Services Center	11050 Tussing Rd. Pickerington, Ohio
Pickerington Title Office	485 Hill Rd. Pickerington, Ohio
Lancaster Gov't Services Center	239 West Main St., Lancaster, Ohio
Administrative Courthouse	210 East Main St., Lancaster, Ohio

**1.2 Estimated Key Dates**

The following are the estimated key dates associated with the RFP process. Proposals received after 9:00 a.m. EDT on the Proposal Due Date (as defined below) will not be considered.

<b>RFP NOTIFICATION:</b>	<b>Thursday, May 25, 2017</b>
<b>INQUIRY PERIOD BEGINS:</b>	<b>Monday, June 5, 2017, 8:00 a.m. EDT</b>
<b>PRE-PROPOSAL SITE VISIT</b>	<b>Monday, June 5, 2017, 9:00 a.m. EDT</b>
<b>INQUIRY PERIOD ENDS:</b>	<b>Monday, June 12, 2017, 3:00 p.m., EDT</b>
<b>PROPOSAL DUE DATE:</b>	<b>Friday, June 16, 2017, 9:00 a.m., EDT</b>
<b>OFFER OPENING DATE:</b>	<b>Friday, June 16, 2017, 9:15 a.m., EDT</b>

There are references in this RFP to the Proposal Due Date, which shall mean the date, and time that the Offeror's response is due at the Fairfield County Commissioners in Lancaster, Ohio. Proposals received after 9:00 A.M. on the Due Date will not be evaluated.

The Fairfield County Commissioners reserve the right to reject any or all bids in response to this RFP, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP.

**1.3 Additional Estimated Dates**

**CONTRACT AWARD NOTIFICATION: Tuesday, June 20, 2017**

**PURCHASE ORDER ISSUED: Wednesday, June 21, 2017**

**CONTRACT START DATE: Wednesday, July 5, 2017**

**1.4 Location for Response Opening**

The following is the site for the public opening of Offeror's response(s).

**Fairfield County Commissioners  
Third (3<sup>rd</sup>) Floor Hearing Room  
210 East Main Street  
Lancaster, OH 43130**

**2 EXECUTIVE SUMMARY**

**2.1 Purpose**

This document is a request for proposals to provide JANITORIAL SERVICES under Section 307.86 of the Ohio Revised Code. The Fairfield County Commissioners are soliciting competitive, sealed proposals for the described work located in the Lancaster, Ohio and Pickerington, Ohio areas. If a suitable offer is made in response to this RFP, the Fairfield County Commissioners may enter into a contract to have the selected Offeror (the "Contractor") provide the described work.

Upon selecting the selected Offeror, the Fairfield County Commissioners shall enter into a Contract with such person or entity in accordance with Revised Code Section 307.86. A contract for the described work shall be prepared by the Fairfield County Commissioners and submitted to the selected Offeror. This RFP provides details on what is required to submit a Proposal for the Work, and what will be required of the Contractor in providing the described work. As used herein, the term "the Fairfield County Commissioners" shall also include any of their employees, agents, or representatives.

This RFP also gives the estimated key dates for the various events that are part of the submission process, selection process, and work commencement. While these dates are subject to change, the Fairfield County Commissioners will make efforts to adhere to the dates contained herein. Once a contract is awarded, the described work must be completed by the completion date agreed upon by the Fairfield County Commissioners and the Contractor.

## **2.2 Objectives**

The purpose of this RFP is to solicit proposals that fulfill the requirements, performance expectations, and deliverables as outlined in the Performance Criteria and Specifications (see Sections 3.10 and 3.11). It shall be the successful Offeror's obligation to ensure that their personnel providing any work or services in accordance with this RFP are qualified to perform such work or services.

## **2.3 Addenda and Official Notifications to Bidders**

Significant dates in connection with this RFP are shown above and are subject to change. The Fairfield County Commissioners may change any one or more of the key dates at any time, however significant schedule changes before the Inquiry Period Begins are not expected. If schedule changes occur after the Inquiry Period Begins, all participants will be notified via email. Any such email announcements shall be considered as addendum(s) to this RFP. It will be the responsibility of the prospective Offeror's to notify the County of their intention to submit a proposal, provide their email address, and to check his/her email on a regular basis for posted addendums, changes and other RFP information.

## **3 GENERAL INSTRUCTION**

### **3.1 Purpose**

The following sections provide details on how to respond to this Request for Proposal (RFP). All responses must be complete and in the prescribed format subject to the right of the Fairfield County Commissioners to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP as set forth above.

### **3.2 Contacts**

The following individual will be the representative of the Fairfield County Commissioners who may be contacted in connection with this RFP.

Dennis R. Keller  
Facilities Manager  
740-652-7097  
[drkeller@co.fairfield.oh.us](mailto:drkeller@co.fairfield.oh.us)

Offeror's may obtain complete copies of the Request For Proposal at the office of the Fairfield County Board of Commissioners, 210 East Main Street, Third Floor, 210 East Main Street, Lancaster, Ohio 43130.

### **3.3 Inquiries**

Offeror's may make inquiries regarding this RFP any time prior to the conclusion of the Inquiry Period set forth above in the Estimated Key Dates. Offeror's must use email to

make their inquiries. All inquiries must be addressed to and sent to Dennis R. Keller : [drkeller@co.fairfield.oh.us](mailto:drkeller@co.fairfield.oh.us). The submission of oral, telephonic, facsimile or telegraphic inquiries **will not** be accepted.

### **3.4 Pre-Proposal Meeting and Site Visit**

Prospective firms must attend a mandatory pre-proposal meeting in order to receive consideration. The meeting shall take place at 9:00 a.m. on June 5, 2017 at the front door of the Hall of Justice, located at 224 East Main St., Lancaster, Ohio. The meeting will include a walk-through site visit of all facilities to allow prospective contractors to assess and survey the scope of work involved. Prospective contractors are encouraged to collect all necessary information and to satisfy any questions.

### **3.5 Insurance and Third Party Liability**

The successful vendor (Contractor) shall procure and maintain, or produce holding for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

A. During the term of the contract, the contractor shall provide the following types of insurance in limits no less than:

1. Commercial General Liability: The contractor shall have \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.

2. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$1,000,000 per accident.

B. The contractor shall furnish to the County satisfactory proof of coverage of the above requirements by a reliable company or companies prior to the implementation of the contract. Said certificates shall contain a clause to the effect that, for the duration of the contract, the insurance policy may not be cancelled or changed without thirty (30) days advance written notice to the County. In addition, said certificates shall list the County, its officers, agents, and employees as additional insured on all required policies.

### **3.6 Indemnity and Hold Harmless Provisions**

To the fullest extent permitted by law, the Contractor shall agree to defend, indemnify and hold harmless the County, its officials, agents and, employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which

may in anyway accrue against the County, its officials, agents and employees, arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in anyway result therefore, except that arising out of the sole legal cause of the County, its agents or employees. The Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the County, its officials, agents and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same. The Contractor expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County, its officials, agents and employees as herein provided.

### **3.7 Qualifications of Proposing Contractor**

The prospective contractor must be satisfactory to the County from the standpoint of such matters as experience, length of time in business, reliability and demonstrated ability to provide the services required by the specifications. A qualified contractor must satisfy the following requirements:

- A. Maintain a permanent place of business.
- B. Have adequate manpower and equipment to perform the services in an expeditious and adequate manner.
- C. Have satisfactorily furnished services of similar size and scope for a period of at least 12 months.
- D. Provide no less than three current reference contacts for services of similar size and scope. These references are to be submitted as part of the Proposal.
- E. Ownership and onsite staff must submit to a background investigation conducted by the Ohio Bureau of Criminal Investigation. Neither ownership or onsite staff may be altered without prior notification and relevant background investigations by the Fairfield County Sheriff's Department.

### **3.8 Pre-Start Meeting**

Prior to the contract start date, the successful contractor shall be required to meet with the Facilities Manager to discuss the terms, provisions, stipulations, and procedures of the contract as well as chemicals, cleaning supplies and other materials to be used in performance of the janitorial services. Upon approval of the chemicals, cleaning supplies and other materials, the contractor shall within thirty days provide or cause to provide to the County the corresponding material safety data sheets (MSDS) for said chemicals, cleaners, and materials. The County, as part of its commitment to preserving the environment, has chosen to utilize low volatile organic compound (low VOC) cleaning products.

### **3.9 Scope of Work**

- 3.9.1** The purpose of this RFP is to obtain proposals for regular janitorial and housekeeping services at the County Facilities listed within.

- 3.9.2** All work is to be performed as listed under Section 3.10 PERFORMANCE CRITERIA and Section 3.11 SPECIFICATIONS, and to provide the Owner a complete work result in compliance with all applicable laws and codes.

**3.10 Performance Criteria**

The janitorial services being sought by the Fairfield County Commissioners hereunder includes the following:

1. Janitorial services shall be performed after 4:00 p.m. and prior to 7:00 a.m. at all facilities, unless special conditions exist or noted otherwise. Additionally, some of the facilities are public buildings that are used in the evenings for County-sponsored meetings or community groups. The Contractor must not interfere with any scheduled meeting(s), a list of which will be posted weekly.
2. The following County holidays are excluded: New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Thanksgiving Friday, and Christmas. In the event that the County offices will be closed on days before or after the above holidays, the contractor will be notified.
3. The janitorial service shall provide a working supervisor capable of fluently speaking, reading, and writing English to be on the premises every day while cleaning services are in progress. The janitorial staff must be professionally supervised at all times. The working supervisor will be replaced within twenty-four (24) hours if the County reasonably determines he/she to be unsatisfactory.
4. For security purposes, the contractor shall be required to submit a list including the names and addresses of the personnel who will be regularly assigned to County properties. In addition, all janitorial staff assigned to the County buildings must be bonded and insured. All janitorial staff shall wear a work uniform or smock that clearly displays the company and worker's name as well as display a County issued identification tag.
5. The contractor warrants, covenants and otherwise agrees that the personnel it sends to the County shall be responsible individuals free of felony convictions. The contractor shall obtain waivers or consent forms from its employees and shall otherwise comply with all federal, state and local laws with regards to the background checks. In this regard, the contractor agrees to obtain waivers from its employees and will perform a background check for criminal history with the State of Ohio. This background check shall include fingerprints in addition to all other relevant information (i.e., date of birth, address, social security number, etc.). The result of these background checks shall be sent to the Fairfield County Facilities Manager prior to any personnel being assigned to the County.

6. The contractor may not substitute any employee on County property without prior notification to the County. In the event that a substitute employee is to be utilized, they must report it to the Facility Manager 24-hours in advance.
7. The contractor's personnel shall not disturb papers on desks, or open drawers, cabinets, files, or bookcases. The County telephones shall not to be used by the contractor's personnel for personal use. Under no circumstances shall the contractor's personnel be allowed to bring visitors, children, or other relatives into the County buildings.
8. A task binder will be kept in a common area of each building that will note special instructions or specific tasks (such as spill clean up) that are to be attended to that night. The supervisor shall initial each item as completed and make any notations necessary.
9. The contractor shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of the County facilities caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by the County.
10. To provide for open communications and quality assurance, the contractor's representative shall perform site visits, upon request by County staff, during regular business hours.
11. The contractor will notify the County of the cleaning schedule. In addition, any items on the specifications listed as monthly or quarterly tasks are to be scheduled with a County representative in advance.
12. The County reserves the right to discount the monthly invoice for work not performed or performed in an unsatisfactory manner. The discount is not to be considered a penalty but rather will be in direct proportion to the time and materials necessary for the County staff to perform those services as described in the contract at a satisfactory level. A discount will be demanded after written notice is given to the Contractor via first class mail outlining a specific complaint(s) and / or how the terms of the contract are not being fulfilled. On the first occurrence of a specific service complaint or breach, the Contractor will have five working days to evaluate the performance or source of the complaint and implement corrective measures. If, after the five-day period, improvements to the service or contract breach are not evident by the County, then the discount will be levied to the monthly invoice. On the second occurrence of the same incident or complaint, only three days will be given before the discount is applied. The third and subsequent occurrence of the same incident or breach will result in an automatic discount to the monthly invoice and will be considered a breach of contract.
13. The contractor shall comply with all applicable federal, state, and local regulations and ordinances including but not limited to Equal Opportunity Employment and Sexual Harassment laws.

14. The work schedule and/or specifications are subject to change by mutual written agreement between the County and the contractor.
15. The Fairfield County Commissioners reserve the right to terminate the service at any time during the term of the contract upon thirty (30) days written notice to the contractor.
16. **SUPPLIES:** The janitorial service contractor shall provide all cleaning equipment and supplies including plastic trash can liners, deodorizers, all disinfectants, floor cleaning products, polishes, etc. The County will supply paper towels, toilet tissue, and liquid hand soap to coordinate with existing dispensers. The contractor will notify the County if supplies need to be reordered. All cleaning products shall be low VOC cleaning solvents and of a quality acceptable to the County. The contractor or supply vendor will be required to submit to the County the corresponding material safety data sheets (MSDS) for all cleaners, polishes, soaps, and other chemicals used to provide the specified janitorial services.

**3.11 SPECIFICATIONS FOR JANITORIAL CLEANING**

**A. Hall of Justice Building, 224 East Main St, Lancaster, Ohio**

SERVICES REQUIRED	FREQUENCY OF SERVICE									
	Daily	WEEKLY	MONTHLY	QUARTERLY	SEMI ANNUALLY	ANNUALLY	3 x WEEKLY	X PER MONTH	X PER YEAR	AS DIRECTED (AT EXTRA COST)
<b>Regular Services</b> I. GENERAL WORK AREAS, PRIVATE OFFICES, MAIN LOBBY, CORRIDORS, COURTROOMS										
1. Empty wastebaskets.	X									
2. Empty and damp clean ash trays. (Exterior)	X									
3. Dust all furniture.		X								
4. Dust all exposed filing cabinets, bookcases and shelves							X			
5. Dust all telephones.		X								
6. Clean and sanitize telephones.		X								
7. Clean and sanitize fountains.	X									
8. Low dust all horizontal surfaces to hand height (70") including sills, ledges, moldings, shelves, picture frames, ducts radiators, etc.							X			
9. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges.		X								



10. Spot clean desk tops							X			
11. Spot clean reception lobby glass including from door and any other partition or door glass .	X									
12. Clean entire interior glass in partitions and doors.	X									
13. Dust venetian blinds.			X							
14. Remove dust and cobwebs from ceiling areas.							X			
15. Dustmop resilient and hard floors or vacuum carpeted floors in traffic lanes only.							X			
16. Damp mop resilient and hard floors.	X									

## REGULAR SERVICES

### II. TOILET ROOMS

1. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basins.	X									
2. Clean all glass and mirrors.	X									
3. Empty all containers and disposals, insert liners as required, spot clean and sanitize container.	X									
4. Empty and sanitize interior of sanitary container.	X									
5. Spot clean all walls, doors and partitions.	X									
6. Refill all dispensers to normal limits - napkins, soap, tissue, towel, liners, seat holders, cups, supplies to be furnished by X Client <input type="checkbox"/> Billed Extra <input type="checkbox"/> Included	X									
7. Low dust all horizontal surfaces below 36" including sills, moldings, ledges, shelves, frames, ducts, heating outlets.	X									
8. High dust above hand height all horizontal surfaces including shelves, ledges, moldings.	X									
9. Sweep, damp mop, and sanitize hard floor.	X									

## Regular Services

### III. EATING AREAS, LUNCHROOMS, BREAK AREAS

1. Damp clean and sanitize table tops, seats and back of chairs.		X								
2. Damp clean pedestals or legs.		X								
3. Clean, polish and refill napkin holders.	na									
4. Empty and damp clean ash trays.	na									
5. Empty all containers and disposals. Spot clean exterior.	X									
6. Clean and sanitize drinking fountain.	X									
7. Spot clean doors, frames, light switches, kick and push plates, handles, walls, and interior glass.	X									
8. Low dust (below 36") and high dust (above 72") all horizontal surfaces.		X								
9. Clean entire interior glass in partitions and doors.	X									
10. Dust mop resilient and hard floors.	X									

11. Damp mop resilient and hard floors.	X									
12. Vacuum carpeted floors in their entirety.	X									

## GENERAL

1. Notify building contact of any irregularities (I.E. defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies.)	X									
2. Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organization.	X									
3. Customer service visits.			X							
4. Formal customer review.				X						
5. Review/check communication log.	X									

### B. Tussing Road Gov't Services Center, 11050 Tussing Rd, Pickerington, Ohio

SERVICES REQUIRED	FREQUENCY OF SERVICE									
	Daily	WEEKLY	MONTHLY	QUARTERLY	SEMI ANNUALLY	ANNUALLY	3 x WEEKLY	X PER MONTH	X PER YEAR	AS DIRECTED (AT EXTRA COST)
<b>Regular Services</b> I. GENERAL WORK AREAS, PRIVATE OFFICES, LOBBY, CONFERENCE ROOMS, CORRIDORS										
1. Empty wastebaskets.		X								
2. Empty and damp clean ash trays.	n/a									
3. Dust all furniture.		X								
4. Dust all exposed filing cabinets, bookcases and shelves		X								
5. Dust all telephones.		X								
6. Clean and sanitize telephones.		X								
7. Clean and sanitize fountains.		X								
8. Low dust all horizontal surfaces to hand height (70") including sills, ledges, moldings, shelves, picture frames, ducts radiators, etc.		X								
9. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges.		X								
10. Spot clean desk tops		X								
11. Spot clean reception lobby glass including from door and any other partition or door glass .		X								

12. Clean entire interior glass in partitions and doors.		X								
13. Dust venetian blinds.			X							
14. Remove dust and cobwebs from ceiling areas.		X								
15. Dustmop resilient and hard floors or vacuum carpeted floors in traffic lanes only.		X								
16. Damp mop resilient and hard floors.		X								

**REGULAR SERVICES**  
**II. TOILET ROOMS**

1. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basins.		X								
2. Clean all glass and mirrors.		X								
3. Empty all containers and disposals, insert liners as required, spot clean and sanitize container.		X								
4. Empty and sanitize interior of sanitary container.		X								
5. Spot clean all walls, doors and partitions.		X								
6. Refill all dispensers to normal limits - napkins, soap, tissue, towel, liners, seat holders, cups, supplies to be furnished by X Client <input type="checkbox"/> <input type="checkbox"/> Billed Extra <input type="checkbox"/> Included		X								
7. Low dust all horizontal surfaces below 36" including sills, moldings, ledges, shelves, frames, ducts, heating outlets.		X								
8. High dust above hand height all horizontal surfaces including shelves, ledges, moldings.		X								
9. Sweep, damp mop, and sanitize hard floor.		X								

**Regular Services**

**III. EATING AREAS, LUNCHROOMS, BREAK AREAS**

1. Damp clean and sanitize table tops, seats and back of chairs.		X								
2. Damp clean pedestals or legs.		X								
3. Clean, polish and refill napkin holders.	na									
4. Empty and damp clean ash trays.	na									
5. Empty all containers and disposals. Spot clean exterior &		X								
6. Clean and sanitize drinking fountain.		X								
7. Spot clean doors, frames, light switches, kick and push plates, handles, walls, and interior glass.		X								
8. Low dust (below 36") and high dust (above 72") all horizontal surfaces.		X								
9. Clean entire interior glass in partitions and doors.		X								
10. Dust mop resilient and hard floors.		X								
11. Damp mop resilient and hard floors.		X								
12. Vacuum carpeted floors in their entirety.		X								

## GENERAL

1. Notify building contact of any irregularities (I.E. defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies.)		X								
2. Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organization.		X								
3. Customer service visits.			X							
4. Formal customer review.				X						
5. Review/check communication log.		X								

### C. Pickerington Title Office, 485 Hill Rd., Pickerington, Ohio

Regular Services I. GENERAL WORK AREAS, PRIVATE OFFICES, PUBLIC LOBBY	FREQUENCY OF SERVICE									
	Daily	WEEKLY	MONTHLY	QUARTERLY	SEMI ANNUALLY	ANNUALLY	3 x WEEKLY	X PER MONTH	X PER YEAR	AS DIRECTED (AT EXTRA COST)
1. Empty wastebaskets.		X								
2. Empty and damp clean ash trays. (Exterior)		X								
3. Dust all furniture.		X								
4. Dust all exposed filing cabinets, bookcases and shelves		X								
5. Dust all telephones.		X								
6. Clean and sanitize telephones.		X								
7. Clean and sanitize fountains.		X								
8. Low dust all horizontal surfaces to hand height (70") including sills, ledges, moldings, shelves, picture frames, ducts radiators, etc.		X								
9. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges.		X								
10. Spot clean desk tops		X								
11. Spot clean reception lobby glass including from door and any other partition or door glass .		X								
12. Clean entire interior glass in partitions and doors.		X								
13. Dust venetian blinds.			X							
14. Remove dust and cobwebs from ceiling areas.		X								
15. Dustmop resilient and hard floors or vacuum carpeted floors in traffic lanes only.		X								

16. Damp mop resilient and hard floors.		X												
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## REGULAR SERVICES

### II. TOILET ROOMS

1. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basins.		X												
2. Clean all glass and mirrors.		X												
3. Empty all containers and disposals, insert liners as required, spot clean and sanitize container.		X												
4. Empty and sanitize interior of sanitary container.		X												
5. Spot clean all walls, doors and partitions.		X												
6. Refill all dispensers to normal limits - napkins, soap, tissue, towel, liners, seat holders, cups, supplies to be furnished by X Client <input type="checkbox"/> Billed Extra <input type="checkbox"/> Included		X												
7. Low dust all horizontal surfaces below 36" including sills, moldings, ledges, shelves, frames, ducts, heating outlets.		X												
8. High dust above hand height all horizontal surfaces including shelves, ledges, moldings.		X												
9. Sweep, damp mop, and sanitize hard floor.		X												

## Regular Services

### III. EATING AREAS, LUNCHROOMS, BREAK AREAS

1. Damp clean and sanitize table tops, seats and back of chairs.		X												
2. Damp clean pedestals or legs.		X												
3. Clean, polish and refill napkin holders.	na													
4. Empty and damp clean ash trays.	na													
5. Empty all containers and disposals. Spot clean exterior &		X												
6. Clean and sanitize drinking fountain.		X												
7. Spot clean doors, frames, light switches, kick and push plates, handles, walls, and interior glass.		X												
8. Low dust (below 36") and high dust (above 72") all horizontal surfaces.		X												
9. Clean entire interior glass in partitions and doors.		X												
10. Dust mop resilient and hard floors.		X												
11. Damp mop resilient and hard floors.		X												
12. Vacuum carpeted floors in their entirety.		X												

## GENERAL

1. Notify building contact of any irregularities (I.E. defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies.)		X												
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2. Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organization.		X								
3. Customer service visits.			X							
4. Formal customer review.				X						
5. Review/check communication log.		X								

**D. Lancaster Gov't Services Center, 239 W. Main St, Lancaster Ohio (Partial Bldg)**

SERVICES REQUIRED	FREQUENCY OF SERVICE									
	Daily	WEEKLY	MONTHLY	QUARTERLY	SEMI ANNUALLY	ANNUALLY	3 x WEEKLY	X PER MONTH	X PER YEAR	AS DIRECTED (AT EXTRA COST)
<b>Regular Services</b> <b>I. MAIN LOBBY, RECEPTION AREA, ELEVATORS AND LOBBIES(ALL LEVELS), PUBLIC AREAS</b>										
1. Empty wastebaskets.	X									
2. Empty and damp clean ash trays (Exterior)	X									
3. Dust all furniture.	X									
4. Dust all exposed filing cabinets, bookcases and shelves							X			
5. Dust all telephones.	X									
6. Clean and sanitize telephones.	X									
7. Clean and sanitize fountains.	X									
8. Low dust all horizontal surfaces to hand height (70") including sills, ledges, moldings, shelves, picture frames, ducts radiators, etc.							X			
9. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges.		X								
10. Spot clean desk tops		X								
11. Spot clean reception lobby glass including from door and any other partition or door glass .	X									
12. Clean entire interior glass in partitions and doors.	X									
13. Dust venetian blinds.			X							
14. Remove dust and cobwebs from ceiling areas.		X								
15. Dustmop resilient and hard floors or vacuum carpeted floors in traffic lanes only.	X									
16. Damp mop resilient and hard floors.							X			

## REGULAR SERVICES

### II. TOILET ROOMS ON ALL LEVELS (\* To be cleaned twice daily at mid-day and evening)

1. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basins.	2x																		
2. Clean all glass and mirrors.	2x																		
3. Empty all containers and disposals, insert liners as required, spot clean and sanitize container.	2x																		
4. Empty and sanitize interior of sanitary container.	2x																		
5. Spot clean all walls, doors and partitions.	2x																		
6. Refill all dispensers to normal limits - napkins, soap, tissue, towel, liners, seat holders, cups, supplies to be furnished by X Client <input type="checkbox"/> <input type="checkbox"/> Billed Extra <input type="checkbox"/> Included	2x																		
7. Low dust all horizontal surfaces below 36" including sills, moldings, ledges, shelves, frames, ducts, heating outlets.	2x																		
8. High dust above hand height all horizontal surfaces including shelves, ledges, moldings.	2x																		
9. Sweep, damp mop, and sanitize hard floor.	2x																		

## Regular Services

### III. EATING AREAS, LUNCHROOMS, BREAK AREAS

1. Damp clean and sanitize table tops, seats and back of chairs.		X																	
2. Damp clean pedestals or legs.		X																	
3. Clean, polish and refill napkin holders.	na																		
4. Empty and damp clean ash trays.	na																		
5. Empty all containers and disposals. Spot clean exterior.	X																		
6. Clean and sanitize drinking fountain.	X																		
7. Spot clean doors, frames, light switches, kick and push plates, handles, walls, and interior glass.	X																		
8. Low dust (below 36") and high dust (above 72") all horizontal surfaces.		X																	
9. Clean entire interior glass in partitions and doors.	X																		
10. Dust mop resilient and hard floors.	X																		
11. Damp mop resilient and hard floors.	X																		
12. Vacuum carpeted floors in their entirety.	X																		

## GENERAL

1. Notify building contact of any irregularities (I.E. defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies.)	X																		
2. Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organization.	X																		

3. Customer service visits.			X							
4. Formal customer review.				X						
5. Review/check communication log.	X									

**E. Administrative Courthouse, 210 East Main St., Lancaster, Ohio**

SERVICES REQUIRED	FREQUENCY OF SERVICE									
	Daily	WEEKLY	MONTHLY	QUARTERLY	SEMI ANNUALLY	ANNUALLY	3 x WEEKLY	X PER MONTH	X PER YEAR	AS DIRECTED (AT EXTRA COST)
<b>Regular Services</b>										
<b>I. GENERAL WORK AREAS, PRIVATE OFFICES, LOBBY, CORRIDORS, MEETING ROOMS</b>										
1. Empty wastebaskets.	X									
2. Empty and damp clean ash trays. (Exterior)	X									
3. Dust all furniture.		X								
4. Dust all exposed filing cabinets, bookcases and shelves							X			
5. Dust all telephones.		X								
6. Clean and sanitize telephones.		X								
7. Clean and sanitize fountains.	X									
8. Low dust all horizontal surfaces to hand height (70") including sills, ledges, moldings, shelves, picture frames, ducts radiators, etc.							X			
9. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges.		X								
10. Spot clean desk tops							X			
11. Spot clean reception lobby glass including from door and any other partition or door glass .	X									
12. Clean entire interior glass in partitions and doors.	X									
13. Dust venetian blinds.			X							
14. Remove dust and cobwebs from ceiling areas.							X			
15. Dustmop resilient and hard floors or vacuum carpeted floors in traffic lanes only.							X			
16. Damp mop resilient and hard floors.	X									
<b>REGULAR SERVICES</b>										
<b>II. TOILET ROOMS</b>										
1. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basins.	X									
2. Clean all glass and mirrors.	X									



3. Empty all containers and disposals, insert liners as required, spot clean and sanitize container.	X												
4. Empty and sanitize interior of sanitary container.	X												
5. Spot clean all walls, doors and partitions.	X												
6. Refill all dispensers to normal limits - napkins, soap, tissue, towel, liners, seat holders, cups, supplies to be furnished by X Client <input type="checkbox"/> <input type="checkbox"/> Billed Extra <input type="checkbox"/> Included	X												
7. Low dust all horizontal surfaces below 36" including sills, moldings, ledges, shelves, frames, ducts, heating outlets.	X												
8. High dust above hand height all horizontal surfaces including shelves, ledges, moldings.	X												
9. Sweep, damp mop, and sanitize hard floor.	X												

## Regular Services

### III. EATING AREAS, LUNCHROOMS, BREAK AREAS

1. Damp clean and sanitize table tops, seats and back of chairs.		X											
2. Damp clean pedestals or legs.		X											
3. Clean, polish and refill napkin holders.	na												
4. Empty and damp clean ash trays.	na												
5. Empty all containers and disposals. Spot clean exterior.	X												
6. Clean and sanitize drinking fountain.	X												
7. Spot clean doors, frames, light switches, kick and push plates, handles, walls, and interior glass.	X												
8. Low dust (below 36") and high dust (above 72") all horizontal surfaces.		X											
9. Clean entire interior glass in partitions and doors.	X												
10. Dust mop resilient and hard floors.	X												
11. Damp mop resilient and hard floors.									X				
12. Vacuum carpeted floors in their entirety.													

## GENERAL

1. Notify building contact of any irregularities (I.E. defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies.)	X												
2. Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organization.	X												
3. Customer service visits.			X										
4. Formal customer review.				X									
5. Review/check communication log.	X												

### **3.12 BASIS OF RFP'S**

**3.12.1** Submit a lump sum amount for the total cost of the work in each item or as requested on the attached Bid Form.

### **3.13 PROPOSAL SUBMISSION**

**3.13.1** Submit a proposal amount on the original RFP Proposal Form furnished by the Fairfield County Commissioners, in this document.

**3.13.2** Sign Proposal with name typed below signature.

**3.13.3** An RFP proposal submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the party responding to the RFP.

**3.13.4** Show all proposal amounts in type-written or clearly printed figures.

**3.13.5** Oral, telephonic, facsimile or telegraphic Proposals in response to this RFP will not be accepted.

**3.13.6** Submit sealed proposals in an opaque envelope plainly marked on the outside with the Request for Proposal title, bid date and time, and name of the Offeror.

**3.13.7** If the proposal is mailed, the sealed proposal shall be enclosed in a separate mailing envelope with the notation "SEALED RFP for JANITORIAL SERVICES ENCLOSED" on the face of the RFP envelope.

**3.13.8** Mailing and delivery address is:  
FAIRFIELD COUNTY BOARD OF COMMISSIONERS  
Third Floor, Suite 301  
210 East Main Street  
Lancaster, Ohio 43130

**3.13.9** Offeror's shall be solely responsible for the timely delivery of their proposal in response to this RFP in the manner and time prescribed. No proposal shall be considered if it arrives after the time scheduled, as determined by the Fairfield County Commissioners.

**3.13.10** Proposals in response to this RFP that are unsigned, improperly prepared, contain arithmetical errors, alterations or irregularities of any kind may, at the Fairfield County Commissioners discretion, be declared unacceptable.

**3.13.11** Bid Bond Requirement: No bid bond or certified check will be required.

**3.13.12** Include an attachment to describe the method that will be used to ensure quality of service for the public buildings.

**3.13.13** Include an attachment to describe how the vendor will present exceptional value in service.

### **3.14 RFP EVALUATION CRITERIA AND PROCEDURE**

**3.14.1** The Fairfield County Commissioners will award a Purchase Order for the contracted work amount as permitted by these instructions. The Contractor shall submit monthly invoices requesting progress payments for the work completed during the contract period.

**3.14.2** The Agreement will be awarded on the basis of the lowest and best proposal.

**3.14.3** The Fairfield County Commissioners reserve the right to reject any and all proposals in response to this RFP, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP.

**3.14.4** The Fairfield County Commissioners may consider any proposal not prepared and submitted in accordance with the provisions hereof and may waive any formalities or irregularities in the proposal submitted.

## **4 SUMMARY**

### **4.1 Additional Requirements**

In addition to any other requirements herein, the Contractor shall comply with the requirements listed below:

- a. General requirements
- b. Coordination
- c. Safety Requirements

### **4.2 General Requirements**

**4.2.1** The Contractor shall comply with all applicable ordinances, laws, and regulations. The Contractor shall obtain and pay for any and all required permits and inspections as needed.

**4.2.2** The Contractor shall complete all necessary vendor forms as required by the Fairfield County Auditor's Office for payments.

**4.2.3** The Contractor shall provide a Liability Insurance Certificate, and Workers Compensation Certificate to the County prior to the start of work.

- 4.2.4 All workers must be US citizens or hold current US work certificates.
- 4.2.5 The Contractor shall NOT permit workers to smoke, consume alcohol, or use illegal drugs during their work activities on County property.
- 4.2.6 The Contractor shall require workers to wear proper clothing, including shirts and shoes, during work activities. No clothing with offensive language or gestures imprinted on it will be permitted.
- 4.2.7 The Contractor shall submit monthly invoices requesting progress payments for the work completed during the contract period.

### **4.3 Coordination**

- 4.3.1 The Contractor shall coordinate all contract work activities to meet the schedule requirements with the authorized representative of the Fairfield County Commissioners, and provide a written schedule of the work if requested.

### **4.4 Safety Requirements**

- 4.4.1 The Contractor shall comply with all worker safety regulations required by law.
- 4.4.2 The Contractor shall provide all necessary equipment and precautions to keep the public safe in the immediate area during work activities.
- 4.4.3 The Contractor shall take every precaution to prevent fires or any other hazards.

# **PROPOSAL FORM**

COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

---

**PROPOSAL SUBMITTED TO:** The Fairfield County Board of Commissioners  
210 East Main Street, Third Floor  
Lancaster, Ohio 43130

## **ITEM 1: HALL OF JUSTICE**

Total Amount of Proposal for a 1-Year Contract: \_\_\_\_\_

Total Amount of Proposal for a 2-Year Contract: \_\_\_\_\_

## **ITEM 2: TUSSING ROAD GOV'T SERVICES CENTER**

Total Amount of Proposal for a 1-Year Contract: \_\_\_\_\_

Total Amount of Proposal for a 2-Year Contract: \_\_\_\_\_

## **ITEM 3: PICKERINGTON TITLE OFFICE**

Total Amount of Proposal for a 1-Year Contract: \_\_\_\_\_

Total Amount of Proposal for a 2-Year Contract: \_\_\_\_\_

## **ITEM 4: LANCASTER GOV'T SERVICES CENTER**

Total Amount of Proposal for a 1-Year Contract: \_\_\_\_\_

Total Amount of Proposal for a 2-Year Contract: \_\_\_\_\_

## **ITEM 5: ADMINISTRATIVE COURTHOUSE**

Total Amount of Proposal for a 1-Year Contract: \_\_\_\_\_

Total Amount of Proposal for a 2-Year Contract: \_\_\_\_\_

**ITEM 6: TOTAL AMOUNT FOR ALL BUILDINGS COMBINED**

Total Amount of Proposal for a 1-Year Contract: \_\_\_\_\_

Total Amount of Proposal for a 2-Year Contract: \_\_\_\_\_

A. By submitting to this RFP, the undersigned acknowledges that the representations in this proposal are binding and agrees:

1. To enter into a Contract or Purchase Order agreement if awarded on the basis of this proposal and the attached RFP, and to furnish all requirements of this RFP.
2. To comply with all project schedule requirements as noted.

B. I have attached the following required documents to this proposal:

1. NON-COLLUSION AFFIDAVIT
2. AFFIDAVIT OF PERSONAL PROPERTY TAX LIABILITY

NOTE: All RFPS submitted to the Board of Fairfield County Commissioners must follow the guidelines in Section 3.13 - **PROPOSAL SUBMISSION**.

**Signature of OFFEROR:** \_\_\_\_\_

**Typed Name of OFFEROR:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**CONTRACT FORM B**

**NON-COLLUSION AFFIDAVIT**

**State of Ohio**            )  
                                  ) **SS:**  
**Fairfield County**        )

I \_\_\_\_\_ being first duly sworn, deposes and says that  
he/she is \_\_\_\_\_ (Sole Owner, a Partner, President, Secretary, etc.)  
of \_\_\_\_\_

the party making the proposal; that such proposal is not made in the interest of or on behalf of any disclosed person, partnership, company, association, organization, or corporation, that such proposal is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the bid price of said bidder or of any other bidder, or to fix any overhead profit, or cost element of such bid price, or of that of any other bidder or to secure any advantage against Fairfield County; that all statements contained in such proposal are true; and further, that said bidder has not, directly or indirectly, submitted his bid price or any breakdown thereof, of the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, public official or employee, organization, or to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in this general business.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

SWORN to and SUBSCRIBED before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
in \_\_\_\_\_ County, State of Ohio.

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**CONTRACT FORM D**

**AFFIDAVIT OF CONTRACTOR OR SUPPLIER FOR  
NON~DELINQUENCY OF PERSONAL PROPERTY TAXES  
PER O.R.C. SECTION 5719.042**

**STATE OF OHIO**                    )  
  ) SS  
**COUNTY OF FAIRFIELD**        )

TO:    Fairfield County Commissioners

The undersigned, being first duly sworn, having submitted a bid for;

\_\_\_\_\_

hereby states that we were not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which you as a taxing district have territory and that we were not charged with delinquent personal property taxes on any such tax list.

In consideration of the award of the above contract, the above statement is incorporated in said contract as a covenant of the undersigned.

\_\_\_\_\_  
Contractor (Signature)

Sworn to before me and subscribed in my presence this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public  
Commission Expires: \_\_\_\_\_

Seal